

**MIAMI-DADE COUNTY
CONSOLIDATED REQUEST FOR APPLICATION (RFA)
FOR FY 2011 FUNDING**

**NON-HOUSING APPLICATION
COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)
FUNDING**

FOR:

- **PUBLIC FACILITIES AND IMPROVEMENTS (PFI)**
- **ECONOMIC DEVELOPMENT (ED)**

The RFA Application and Attachments are available on-line at
http://www.miamidade.gov/ced/request_RFA.asp

November 8, 2010

Miami-Dade County
Department of Housing and Community Development
701 NW 1st Court, 14th Floor – Miami, Florida 33136

This RFA is not seeking applications under the PUBLIC SERVICE Category.

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- **PUBLIC FACILITIES AND IMPROVEMENTS (PFI)**
- **ECONOMIC DEVELOPMENT (ED)**



**PART II of the RFA, which contains all Attachments,
is only available online at the following website:**

http://www.miamidade.gov/ced/request_RFA.asp

MIAMI-DADE COUNTY PROVIDES EQUAL ACCESS AND EQUAL OPPORTUNITY IN EMPLOYMENT AND SERVICES AND DOES NOT DISCRIMINATE ON THE BASIS OF DISABILITY.

The Department of Housing and Community Development (DHCD) does not discriminate in admission to, or treatment of, employment in its program activities. DHCD's compliance with these regulations is coordinated by Sheila Martinez at (786) 469-2100.

**MIAMI-DADE COUNTY
FY 2011 CONSOLIDATED REQUEST FOR APPLICATIONS
COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)**

PART I

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THE COMPLETE FY 2011 RFA CAN BE FOUND ONLINE AT DHCD's WEBSITE http://www.miamidade.gov/ced/request_rfa.asp
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http://www.miamidade.gov/ced/request_RFA.asp

**MIAMI-DADE COUNTY FY 2011 REQUEST FOR APPLICATIONS
CONSOLIDATED PLANNING PROCESS
COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)**

PART II

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The following Attachments may apply to the Housing and/or Non-Housing RFA, as indicated below.

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Top Priority Needs for Neighborhood Revitalization Strategy Areas (NRSAs)	Housing and Non-Housing RFA	2
FY 2011 Consolidated Planning Process Policies	Housing and Non-Housing RFA	3
CDBG Program Information	Non-Housing RFA Only	4
HOME Investment Partnerships Program Information	Housing RFA Only	5
Emergency Shelter Grant Information	Housing RFA Only	6
Performance Measurement Outcome System	Housing and Non-Housing RFA	7
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CHDO Checklist and Listing of Miami-Dade Certified CHDOs	Housing RFA Only	10
US HUD Calculations of Annual and Adjusted Income	Housing and Non-Housing RFA	11
Section 8 Housing Quality Standard Guidelines	Housing RFA Only	12
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GENERAL INFORMATION

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MIAMI-DADE COUNTY
FY 2011 CONSOLIDATED REQUEST FOR APPLICATIONS
FOR COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) FUNDING

INTRODUCTION

Miami-Dade County, through the Department of Housing and Community Development (DHCD), (formerly known as the Office of Community and Economic Development) and the Miami-Dade Homeless Trust, is soliciting applications under a Consolidated Request for Applications (RFA) process to fund activities with Community Development Block Grant (CDBG) funds. Specifically, the **FY 2011 Non-Housing RFA** is seeking applications to address the following high priority needs in the following categories identified in the County's FY 2008 through 2012 Consolidated Plan:

- Economic Development
- Public Facilities and Improvements

In particular, the County is seeking applications that focus on addressing the above needs in the County's Neighborhood Revitalization Strategy Areas (NRSAs) and Eligible Block Groups. This RFA is supported by the FY 2008-2012 Consolidated Plan and the FY 2011 Planning Process Policies (Policy Paper) approved by the Board of County Commissioners on November 4, 2010. (See Part II, Attachment 3.)

Instructions and application forms for the FY 2011 Non-Housing RFA are included in this package. Copies are also available at the DHCD web site: www.miamidade.gov/ced/request_RFA.asp

The application submission deadline is December 10, 2010, no later than 12:00 noon. Applications submitted on or before December 9, 2010 must be delivered to the Clerk of the Board of County Commissioners on the 17th Floor, Stephen P. Clark Center, 111 NW 1st Street, Miami, Florida 33128.

On December 10, 2010 all applications must be delivered to 701 NW 1st Court, 1st Floor Training Room, Miami, Florida 33136 between 9:00 a.m. and 12:00 Noon. A representative from the Clerk's Office will be present to accept the RFA applications.

The Department of Housing and Community Development, in cooperation with the Miami-Dade County Homeless Trust, will hold three technical assistance workshops to review the application preparation and submission requirements, changes for FY 2011 evaluation criteria, and program requirement information for Non-Housing Activities. The technical assistance workshop schedule and registration information is listed below and is posted on the DHCD website at: www.miamidade.gov/ced/request_RFA.asp

- November 29, 2010 from 2:00 p.m. to 4:00 p.m. at the African Heritage Cultural Arts Center, 6161 Northwest 22nd Avenue, Miami, FL 33142
- December 1, 2010 from 10:00 a.m. to 12:00 Noon at the Overtown Transit Village North, 701 NW 1st Court, 1st Floor Training Room, Miami, FL 33136
- December 3, 2010 from 10:00 a.m. to 12:00 Noon at the South Dade Regional Library Auditorium, 10750 SW 211th Street, Miami, FL 33189

Questions regarding the FY 2011 RFA should be submitted in writing and mailed to the address listed below. Responses will be posted on the DHCD website.

Miami-Dade County
Department of Housing and Community Development
701 NW 1st Court, 14th Floor
Miami, Florida 33136,
Attention: Sheila Martinez, Interim CED Division Director

ELIGIBLE APPLICANTS

Community Based Organizations (CBOs) and Community Development Corporations (CDCs) are encouraged to respond to this Consolidated RFA process by submitting applications for an eligible activity. Agencies may apply for funding for an activity from multiple funding sources by **submitting individual applications for each funding source**. Eligibility for use of funds available under this RFA varies from program to program. Applicants should refer to specific requirements and/or restrictions for each funding source as set forth in this application document. Private for-profit businesses may only apply for funding under the Housing RFA.

Funding applications from agencies that propose activities in entitlement jurisdictions or participating jurisdictions in the State of Florida Small Cities CDBG Program will only be considered if they can demonstrate that the activity is of Metropolitan Significance and is consistent with the high priority needs identified in that jurisdiction's Consolidated Plan. To be considered an activity of Metropolitan Significance, the proposed activity must have a countywide benefit in which the majority of its past and present beneficiaries are from unincorporated Miami-Dade County and participating jurisdictions. For further information on the CDBG Program eligibility requirements, refer to Part II, Attachment 4.

AMOUNT OF FUNDS AVAILABLE FOR ALLOCATION AND ELIGIBLE ACTIVITIES

The table below shows the estimated federal funding that will be available for allocation through the FY 2011 RFA process.

FY 2010-2011 TOTAL ESTIMATED FUNDING ALLOCATION BY FUNDING SOURCE

Funding Source	Type	Estimated FY 2011 Funding (\$)
Community Development Block Grant (CDBG)	Federal	\$17,360,000

It is estimated that the County will receive approximately \$17,360,000 in CDBG funding in FY 2011. The actual amount of funding received will depend on the budget established by Congress and the allocation determined by US HUD. According to the FY 2011 Policy Paper, \$6,944,000 of the CDBG funds will be available for allocation through the competitive RFA process to carry out eligible activities under the following categories:

- **NRSA High Priority Needs/Neighborhood Initiatives** \$3,472,000
These funds are specifically set-aside to address public facility improvements and economic development priorities in the Neighborhood Revitalization Strategy Areas. Please refer to Attachment 2 to view the specific activities.
- **Public Facilities and Improvements** \$1,736,000
- **Economic Development in the areas listed below.** \$1,736,000
 - Technical Assistance to Businesses
 - Special Economic Development Activities
 - Business Incubator Assistance Program

Of the \$1,736,000 earmarked for Economic Development, \$500,000 will be set aside for the Micro Enterprise Assistance and Peer Lending Program, a program carried out to benefit low- to moderate-income persons.

ELIGIBILITY REQUIREMENTS AND EVALUATION CRITERIA

To be eligible for funding, all proposed activities must meet the requirements listed below. It is strongly recommended that applicants consider these requirements before preparing an application, as these are the same factors that will be used to rate and evaluate proposals.

1. **National Objective:** The proposed activity must meet the US HUD National Objective of benefiting low- to moderate-income (LMI) persons. Every application that claims to benefit low- and moderate-income persons will be required to provide evidence. Applicants must provide the income eligibility requirements for the proposed activity or demonstrate that the activity is located in a Neighborhood Revitalization Strategy Area (NRSA) or Eligible Block Group. Attachment 21.
2. **Priority Needs:** Activities must address a high priority need identified in the County's FY 2008-2012 Consolidated Plan. Applications must describe how the priority need will be addressed and provide supporting data. For the list of the CAC Priority Needs, see Part II, Attachment 2.
3. **Organizational and Financial Capacity:** Applicants must demonstrate that they are fiscally sound and have the skills, ability and experience required to achieve US HUD National Objectives. Applicants will be evaluated on experience, administrative capacity, and financial management, including a review of resumes, and complete inspections of newly proposed activity locations.
4. **Leveraging:** Applicants must show that they have other sources of funding available for the proposed activity. Since the County uses its federal funds to address funding gaps, other funding must exist to ensure timely project completion. Documentation must be provided with the application to verify the availability of leveraged resources. Applicants must have complete funding in place, except for the gap funding, and applicants must provide a sources and uses statement. Attachment 19.
5. **Timely Completion:** Applicants must demonstrate that they have a history of completing projects in a timely manner. Timely is defined as one year for CDBG [CFR 570.902] activities.
6. **Track Record:** Prior funded agencies must be in good standing with respect to audit findings and have a good track record of completing projects on time, submitting accurate and complete quarterly progress reports and addressing all monitoring findings.
7. **Site Control:** Applications for public facility improvements must demonstrate site control (i.e. title, long-term lease, etc.)
8. **Geographic Location:** Priority will be given to activities that are located in and/or serve the NRSAs and Eligible Block Groups. Applications must describe how these areas and the residents will be served by the proposed activity.
9. **Finish What We Started:** Ongoing facility improvements that have been previously funded will receive special consideration, provided the activities remain financially viable, so we can "finish what we started."

APPLICATION INSTRUCTIONS

The Non-Housing RFA is only for CDBG funds.

General Instructions

- All applications must include the **Application Cover Sheet** as the **first page** of each application (see the Application Forms section).
- **Applications must be submitted in three (3) ring binders. (Tabs are required and must be labeled as indicated in the required Checklist/Table of Contents Form.) All pages must be numbered. No pages are to be stapled or clipped.**
- All Applicants must submit one (1) original and six (6) copies of the application in 3-ring binders. Applications must be in separate binders. Do not submit more than one application per activity per binder. The original application must be submitted with the word “**ORIGINAL**” written on the outside of the binder, and each of the six (6) binders must be marked as “**COPY.**” **ALL Originals and copies of applications must contain all required documents. Please do not exclude any document from any copy.**
- The cover of each binder must include the name of the agency, the name of the proposed activity and the requested funding source. It should also be marked as “Non-Housing.”
- Applicants are limited to three (3) applications for CDBG funding. Those who submit more than three (3) applications will be penalized with negative points for all applications submitted.
- All applications must be typed.
- All proposals must be submitted in the legal name of the corporation or agency that is applying for funding. The applicant must be an active entity registered with the Florida Division of Corporations (<http://www.sunbiz.org>).
- All applicants must provide an Employer Identification Number (EIN/Federal Identification Number) and a DUNS Number. For more information about obtaining the DUNS Number, visit the following web site: <http://fedgov.dnb.com/webform>. The Data Universal Numbering System or D-U-N-S® is a unique nine-digit identification number that remains with an organization even if the organization is no longer in operation. The D-U-N-S Number® was incorporated into the Federal Acquisition Regulation (FAR) in April 1998.
- Applications must comply with all the requirements of this RFA. Applications that are incomplete or have deficiencies and errors will be submitted to the County Attorney’s Office for legal review and determination of responsiveness.
- If the proposed activity is new, **the applicant MUST make a three to five minute presentation in the area in which the project is located.** If the activity will serve an NRSA, the presentation must be made before the Community Advisory Committee (CAC) of the respective NRSA. Schedules for these meetings are included in this application. The **Activity Summary Presentation Form** will be used to schedule the presentations and must be submitted to Sheila Martinez by fax at (786) 469-2226 prior to the dates identified for the **Must Presentations.** **Agencies will not be allowed to make an unscheduled presentation. Failure to make a presentation will result in a four (4) point reduction to the applicant’s score.**

- If the activity will serve an eligible block group, the presentation must be made at the countywide meeting scheduled for December 7, 2010. The **Activity Summary Presentation Form** will be used to schedule the presentation and must be submitted to Sheila Martinez by fax at (786) 469-2226 prior to the date of the meeting.
- New applicants are required to submit photographs of both the inside and outside of the proposed facility activity location with the RFA application. Applicants must also provide copies of the most current certificate of use. DHCD staff will conduct an on-site mandatory inspection to confirm location prior to recommending the agency for funding.
- This RFA is not soliciting applications for proposals for third party consultants, studies, Revolving Loan Programs, Commercial Revitalization Projects (CRP), Project Management, Neighborhood Stabilization Program (NSP), Micro-Enterprise and Peer Lending Programs, or the National Objective of Urgent Need. Funding for these activities may be requested through a separate process. This RFA is not seeking applications for activities that aid in the prevention or elimination of Slum and Blight, as defined by 24 CFR 570.483.
- Miami-Dade County will not fund an entity with outstanding disallowed costs, defaulted loans, debarment actions or any other legal encumbrances regardless of the merits of the submitted application. Miami-Dade County will not fund entities listed in the Federal Excluded Parties List System, as those entities are prohibited from receiving federal contracts or federally approved subcontracts, and from certain types of federal financial and non-financial assistance (HOME, ESG, and CDBG Funds) and benefits.
- Miami-Dade County reserves the right to create partnerships to provide services in an area or to enhance the effectiveness of program delivery, should the County determine such action is in the best interest of the County and the community being served.
- All agencies applying for Economic Development or Public Facilities and Improvement activities under the CDBG program must complete the **General Section and the appropriate sub-section in the Non-Housing application booklet**. Private for-profit businesses may only apply for funding under the Housing RFA.

APPLICATION DEADLINE AND SUBMISSION LOCATIONS

- **The application deadline is 12:00 Noon on December 10, 2010.** Immediately following the deadline, the Department of Housing and Community Development will open applications and initiate the review of applications. Once the RFA review process has started, **no late applications will be accepted.**
- Faxed or electronic applications will not be accepted.
- Applications must be labeled as directed below:

Mr. Harvey Ruvin
Clerk of the Board of County Commissioners
17th Floor, Miami-Dade Stephen P. Clark Center
111 N.W. First Street, 17th Floor
Miami, Florida 33128

Attention: Director's Office
Miami-Dade County
Department of Housing and Community Development

- Applications may be submitted to the Clerk of the Board from November 8, 2010 through December 9, 2010 from 9:00 a.m. to 4:30 p.m., Monday through Friday, except on Holidays observed by the County.
- **ON FRIDAY, DECEMBER 10, 2010 APPLICATIONS WILL ONLY BE ACCEPTED AT THE LOCATION LISTED BELOW FROM 9:00 A.M. UNTIL 12:00 NOON:**

**Miami-Dade County
Department of Housing and Community Development
Overtown Transit Village North
701 NW 1st Court – 1st Floor Training Room
Miami, Florida 33136**

- Applications will not be accepted anywhere other than the addresses noted above.

FY 2011 RFA SCHEDULE*

- The RFA Application will be available for viewing at the following locations on November 8, 2010:

- ⇒ Miami-Dade Public Library
101 West Flagler Street
Miami, FL 33130
- ⇒ Miami-Dade Regional Library
2455 NW 183rd Street
Miami Gardens, FL 33056
- ⇒ South Dade Regional Library
10750 SW 211th Street
Miami, FL 33189

Applications may also be downloaded from the Miami-Dade County website at the following address: http://www.miamidade.gov/ced/request_RFA.asp

- Three Technical Assistance workshops:

- 1) **November 29, 2010 from 2:00 p.m. to 4:00 p.m. at the African Heritage Cultural Arts Center, 6161 Northwest 22nd Avenue, Miami, FL 33142**
- 2) **December 1, 2010 from 10:00 a.m. to 12:00 Noon at the Overtown Transit Village North, 701 NW 1st Court, 1st Floor Training Room, Miami, FL 33136**
- 3) **December 3, 2010 from 10:00 a.m. to 12:00 Noon at the South Dade Regional Library Auditorium, 10750 SW 211th Street, Miami, FL 33189**

- **The Application submission deadline is December 10, 2010. Applications submitted on or before December 9, 2010 must be delivered to the Clerk of the Board of County Commissioners on the 17th Floor, Stephen P. Clark Center, 111 NW 1st Street, Miami, Florida 33128.**

- **On December 10, 2010 all applications must be delivered to 701 NW 1st Court, 1st Floor Training Room, Miami, Florida 33136 between 9:00 a.m. and 12:00 Noon. A representative from the Clerk's Office will be present to accept the RFA applications.**

- During December 2010, ALL new applicants must make a presentation before the community in which the activity is located. If the activity is in a NRSA, the applicant must make a presentation before the Community Advisory Committee (CAC) that represents the NRSA. If the activity is not in a NRSA, the applicant will be required to make a presentation at the countywide meeting on December 7, 2010. The meeting schedule is included below:

- Countywide Meeting – (CDBG eligible block group areas):
December 7, 2010 from 6:00 p.m. to 9:00 p.m.
701 NW 1st Court,
1st Floor Training Room
Miami, Florida 33136
- Goulds CAC, December 8, 2010
- Model City CAC, December 8, 2010
- Perrine CAC, December 9, 2010
- West Little River CAC, December 9, 2010
- South Miami CAC, December 13, 2010

- Opa-locka CAC, December 14, 2010
- Leisure City/Naranja CAC, December 14, 2010
- Melrose CAC, December 17, 2010
- Staff will review all applications and consult with the appropriate committees of the Board of County Commissioners and/or any appropriate Official Board, such as the Homeless Trust, Urban Economic Revitalization Task Force, or Advisory Council.
- The FY 2011 funding recommendations will be available for review and public comment at the following locations:
 - ⇒ Miami-Dade Public Library
101 West Flagler Street
Miami, FL 33130
 - ⇒ Miami-Dade Regional Library
2455 NW 183rd Street
Miami Gardens, FL 33056
 - ⇒ South Dade Regional Library
10750 SW 211th Street
Miami, FL 33189

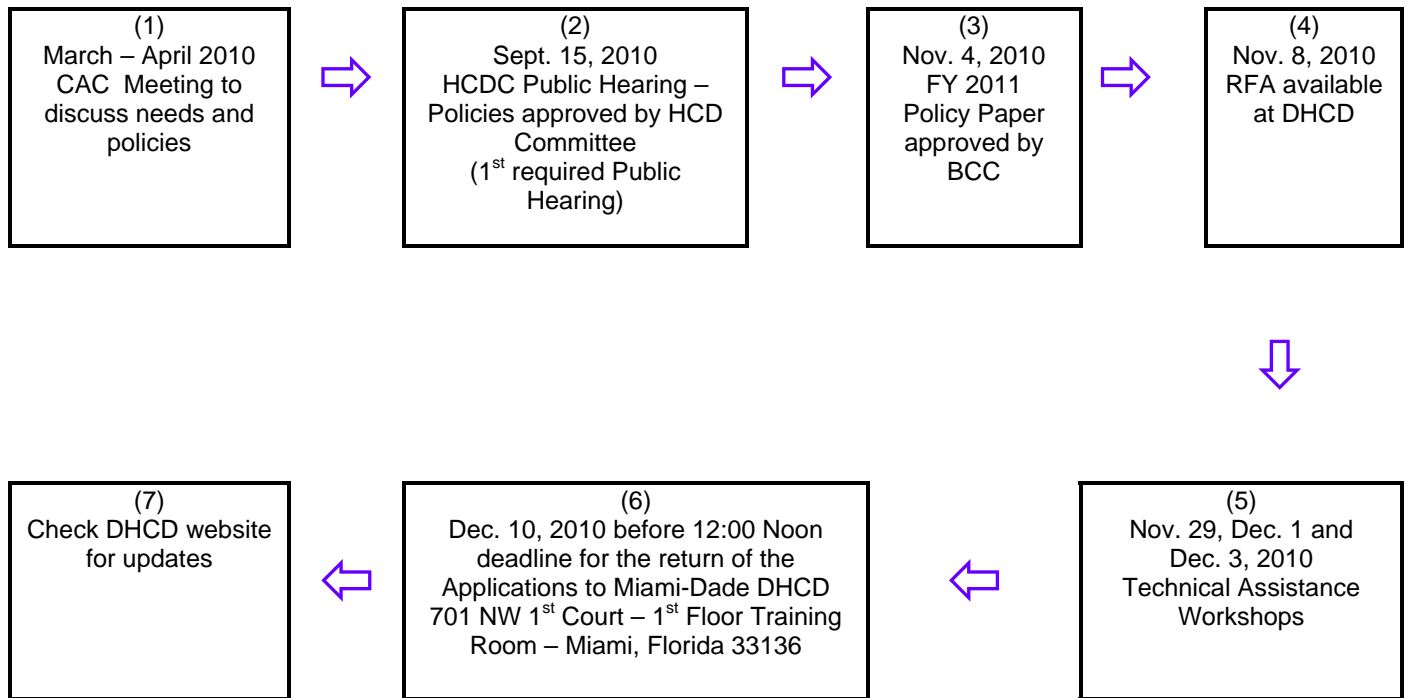
Applications may also be downloaded from the Miami-Dade County website at the following address: http://www.miamidade.gov/ced/request_RFA.asp

- A Public Hearing of the Proposed FY 2011 Action Plan is to be determined. **Refer to Miami-Dade County website for updates.**
- The FY 2011 Action Plan will be submitted to US HUD upon approval by the Board of County Commissioners (BCC).
- Contract Development will begin immediately upon approval of the Action Plan.
- For additional information on the Planning Process, see the Consolidated Planning Process Policies, and RFA Flow Chart following this section. A detailed description of the RFA and Action Plan process is provided on the following pages.

COMMUNITY ADVISORY COMMITTEE AND COUNTYWIDE MEETING SCHEDULE FOR FY 2011

Monday	Tuesday	Wednesday	Thursday	Friday
	1st Tuesday of the Month			
	MELROSE District 2 MDTA Auditorium 3300 NW 32 Avenue Miami, FL 33142 6:00 PM			
	2nd Tuesday of the Month	2nd Wednesday of the Month		
	LEISURE CITY/NARANJA Districts 8 and 9 Naranja CAA Community Center 13955 SW 264 Avenue Miami, FL 33032 6:30 PM	GOULDS District 9 Issac A. Withers Community Enrichment Center 21300 SW 122 Avenue Miami, FL 33177 7:00 PM		
3rd Monday of the Month			3rd Thursday of the Month	
SOUTH MIAMI District 7 US HUD Senior Center 6701 SW 62 nd Avenue South Miami, FL 33143 7:00 PM			WEST LITTLE RIVER District 2 Arcola Lakes Park 1301 NW 83 Street Miami, FL 33147 6:00 PM	
			PERRINE District 9 Perrine CAA 17801 Homestead Avenue Miami, FL 33157 7:00 PM	
		4th Wednesday of the Month	4th Thursday of the Month	
		MODEL CITY Districts 2 and 3 Joseph Caleb Center Room #110 5400 NW 22 Avenue Miami, FL 33142 7:00 PM	OPA-LOCKA District 1 Opa-locka Train Station 490 Ali-Baba Avenue Opa-locka, FL 33054 6:30 PM	

FY 2011 CONSOLIDATED PLANNING PROCESS RFA FLOW CHART



REQUEST FOR APPLICATIONS (RFA) AND ACTION PLAN PROCESS

IDENTIFICATION OF COUNTY ACTIVITIES

- **Funding for County Departments:** As part the FY 2010–2011 budget, the BCC approves 40% of the CDBG funding for County departments for various activities, and 15% for public service activities. This serves as the first step in the Action Plan process.

DEVELOPMENT OF CONSOLIDATED PLANNING POLICY PAPER

- **Consolidated Planning Policies (Policy Paper):** The initial step in the Request for Application (RFA) process is the development of the Consolidated Planning Policies. This document is published annually and revised as needed. The Policy Paper sets the basic parameters for the County to fund agencies and enter into viable contracts. **The Policy Paper is subject to a 30-day Comment Period and 15-day public hearing notice per federal requirements.**
- **DHCD RFA Workgroup:** DHCD establishes the RFA Workgroup to provide direction and guidance on the RFA process and the Consolidated Planning Policy Paper, and to ensure consistency with the Five-Year Consolidated Plan. The Workgroup includes a representative from the Homeless Trust and all sections and divisions of DHCD and representation from at least two other County departments.
- **Community Advisory Committee (CAC) Chairperson's Meeting:** Prior to publishing the Consolidated Planning Policies, the Department of Housing and Community Development (DHCD) holds an annual meeting with the NRSA Community Advisory Committee (CAC) Chairs to obtain recommendations on spending priorities and process improvements.
- **Citizen Participation with CACs:** During the 30-day comment period for the Policy Paper, DHCD mails the proposed Policy Paper to the eight Community Advisory Committees and presents the document at their regularly scheduled quarterly meetings in order to obtain input from the CAC members.
- **Prepare Agenda Package for the Housing and Community Development Committee (HCDC) and the BCC:** Finalize agenda package, to include the County Manager's memo, the resolution, the proposed Policy Paper, and the newspaper advertisement.
- **First Public Hearing:** The consideration of the Policy Paper by the Housing and Community Development Committee (HCDC) normally serves as the **first public hearing** in the Action Plan process.
- **BCC Approval of Policy Paper:** The BCC considers the approval of the Policy Paper.

DEVELOPMENT OF RFA DOCUMENT

- **Prepare Consolidated Request for Applications (RFA) Package and Evaluation/Rating System:** Design e-forms, prepare narrative, and develop and test the scoring system for the RFA. The RFA is forwarded to the Office of the County Attorney for legal sufficiency review.
- **County Attorney Review:** The County Attorney reviews and approves the RFA package.

- **Finalize the RFA Package:** The RFA package is updated based on the comments from the Office of the County Attorney and prepared for publication.

RELEASE OF RFA AND TECHNICAL ASSISTANCE WORKSHOPS

- **Prepare the RFA Advertisement:** The RFA ad should include information on how to obtain the RFA and times and locations of RFA Technical Assistance Workshops.
- **Release RFA:** Publish the RFA advertisement and post the document on the County website.
- **Technical Assistance Workshops:** DHCD, in conjunction with the Miami-Dade Homeless Trust (HT), convenes, at a minimum, three public technical assistance workshops for interested organizations. All interested parties are strongly encouraged to attend at least one of the three workshops.
- **Per Administrative Order (AO) 3-27 Federal funds, SURTAX and SHIP allocated by DHCD are not subject to the Cone of Silence.**

EVALUATION OF APPLICATIONS

- **Rater Training:** Raters are selected and trained on how to evaluate and score applications.
- **Submittal of Applications:** Applications are received at the Clerk of the Board's Office until the day prior to the established deadline. On the application due date, the applications are received at the Overtown Transit Village – North Building. A representative from the Clerk of the Board is present to accept, date and stamp each application. **All applications are opened and logged as they are submitted.**
- **Processing of Applications:** The evaluation process begins immediately following the published deadline.
- **Dissemination of Applications:** Applications are distributed to raters. In addition, one set of economic development applications is reviewed by the Urban Economic Revitalization Task Force (UERTF) for making funding recommendations in the targeted urban areas. One set of applications for homeless housing projects is given to the Homeless Trust.
- **Evaluation of Applications:** The applications submitted through the RFA process are evaluated for completeness and accuracy and scored on pre-established criteria included in the Consolidated Planning Policies. Questions are included to evaluate the ability of the applicants to achieve US HUD's National Objective and to complete their proposed goals in a timely manner. Below is a brief description of the evaluation criteria for federal and non-federal applications:

Criteria for Federal Programs (CDBG, HOME, and ESG)

1. **Leveraging:** Agencies must provide documentation evidencing that they have other sources of funding available for the proposed activity. Since the County uses its federal funds to address a funding gap, other funding must exist to ensure timely project completion. "Timely" is defined as one year for CDBG [CFR 570.902] and five years for HOME [CFR 92.500 3c].

2. **Organizational Capacity:** Organizations must demonstrate that they are fiscally sound and have the skills and experience required to achieve one of US HUD's three national objectives. (This RFA is not seeking applications for the *Urgent Need* National Objective or for activities that aid in the prevention or elimination of *Slum and Blight*.)
 3. **Track Record:** Prior funded agencies must be in good standing with respect to audit findings and have a solid track record of completing projects on time, submitting progress reports and responding to monitoring findings within the allowed timeframe.
 4. **Timely Completion:** Agencies must demonstrate that they have completed projects in a timely manner.
 5. **Site Control:** Applications for public facility improvements, economic development, or housing activities must demonstrate site control.
 6. **Subsidy per Unit:** For affordable housing projects, agencies must show that the subsidy per unit does not exceed established federal standards. For HOME funded projects, the maximum subsidy per unit is set annually by US HUD. Attachment 25.
 7. **Priority Need:** Activities must meet a high priority need identified in the County's FY 2008-2012 Consolidated Plan.
 8. **Geographic Location:** Priority is given to activities located in NRSAs, CDBG eligible block groups and participating municipalities.
 9. **Finishing What We Started:** Ongoing Public Facilities improvements and housing projects that have been previously funded will receive special consideration **provided the projects remain financially viable so we can "finish what we started."**
- **Consultation Meeting:** A Consultation Meeting is held to give applicants an opportunity to meet with staff regarding the evaluation of their applications. Applicants may obtain information on their scores and may ask questions regarding their evaluation. Based on the information provided at the Consultation Meeting, staff may re-evaluate some applications. Letters are mailed to those who participated in the Consultation Meeting to inform them of any changes in their scores. The County reserves the right to request additional information.

FUNDING RECOMMENDATIONS FOR ACTION PLAN

- **Workshop for County Departments:** DHCD meets with representatives from the Office of Strategic Business Management (OSBM) and County Departments to review federal policies and to finalize the recommendation to fund County activities/programs.
- **Staff Funding Recommendations:** DHCD approves the list of eligible activities and develops the Staff Funding Recommendations. The Staff recommendations include the recommendations from the Homeless Trust (for homeless applications) and from UERTF (for economic development applications for the targeted urban areas) (Ordinance 97-33). **Only applications that score in the top 45 percent of their funding categories may be recommended for funding to ensure timely completion of projects.**
- **Prepare Exhibits of Eligible Activities:** Staff prepares exhibits and a list of eligible activities.
- **Obtain Funding Recommendations - Commission District Funds:** Each year, CDBG funds are set-aside for the Commission District Fund (CDF). The CDF is \$2.6 million, or \$200,000 for each of the thirteen Commission Districts. Once the BCC Commission Districts receive the list of eligible activities from DHCD, each County Commissioner must submit his/her recommendation

for the allocation of funds according to the FY 2011 approved policies. **Eligible activities are defined as CDBG Economic Development, and Public Facilities (capital improvement) activities which score in the top 45% of their respective funding categories.**

Since U.S. HUD has indicated that the County may no longer have any reserves, any funds that are not allocated prior to the public comment period for the Action Plan will be recommended for allocation by the County Mayor or County Mayor's designee as recommended by DHCD staff.

- **Public Comment Period:** Recommendations by DHCD Staff, UERTF, as well as recommendations for the Commission District Funds (CDF) are published. The recommendations are subject to the 30-day Comment Period and 15-day public hearing notice, [24 CFR 91.105(a)(3)]. One Public Hearing is required [24 CFR 91.105(e)(1)].
- **Prepare Agenda Package for the Housing and Community Development Committee (HCD Committee) and the BCC:** DHCD staff will finalize the agenda package, to include the resolution, the Policy Paper, and the newspaper advertisement.
- **Second Public Hearing:** The staff funding recommendations are considered by the Housing and Community Development Committee. This serves as the **second public hearing** in the Action Plan process, [24 CFR 91.105] - Citizen Participation Plan and local governments, [24 CFR 91.105(a)(1)].
- **BCC Approval of Action Plan:** The BCC considers the funding recommendations for the Action Plan and approves transmittal to US HUD.

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**COMMUNITY
DEVELOPMENT BLOCK GRANT (CDBG)
PROGRAM INFORMATION**

COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM

Miami-Dade County's CDBG Program allocates block grant funds from US HUD to private, not-for-profit community-based development organizations, community development corporations, community-based organizations, municipalities and County departments for activities that benefit low- and moderate-income persons. This section describes the basic eligibility requirements under the CDBG program and the types of activities that will be funded through the FY 2011 RFA, which include:

- **Public Facilities and Improvements**
- **Economic Development Activities**
 - Technical Assistance to Businesses
 - Special Economic Development Activities
 - Business Incubator Assistance Program

Applications that address the NRSA high priority needs are limited to the Public Facilities and Economic Development listed in Part II, Attachment 2.

NATIONAL OBJECTIVES FOR CDBG APPLICATIONS

The primary objective of the CDBG program is to benefit low- and moderate-income persons who earn at or below 80% of the area median income and/or reside in census block groups where at least 51% of the population is at low- and moderate-income levels [Code of Federal Regulations (CFR) 570.208(a)]. Without exception, federal regulations require all CDBG program activities to meet one of the National Objectives listed below.

- **National Objective 1:** Principally benefits low- and moderate-income persons who earn at or below 80% of the area median income (AMI), [CFR 570.208(a)]
- **National Objective 2:** Aids in the prevention or elimination of Slum and Blight, [CFR 570.208(b)]
- **National Objective 3:** Qualifies as a certified urgent need, [CFR 570.208(c)]

Except for Historic Preservation activities funded under the "Finish What We Started" policy, applications for the Slum and Blight National Objective are not being considered for this RFA. Applications for Urgent Need National Objective are also not being considered. All applications must benefit low- and moderate-income persons as the National Objective.

Section 570.208 CFR lists the criteria to determine whether a CDBG-assisted activity complies with the national objectives stated above. The section related to **National Objective #1** (see National Objective 1 above) is summarized below.

BENEFIT TO LOW- AND MODERATE-INCOME (LMI) PERSONS

The primary objective of the CDBG program is to develop healthy communities "by providing decent housing and a suitable living environment and expanding economic opportunities principally for persons of low- and moderate-income."

Activities which will benefit low- and moderate-income (LMI) persons must be designed to include participation by such persons. A CDBG-assisted activity "benefits LMI persons" if it meets any one of the following tests:

- 1. The Area Benefit Test:** Activities that benefit all the residents in a designated area. Examples include street improvements, neighborhood facilities, and storefront façade improvements in neighborhood commercial districts. Such projects must meet the "area benefit test" if they are to be counted as benefiting lower-income people. To meet this test, at least 51% of the residents of the "area" must make at or below 80% of the County's area median income. The area must also be primarily residential. For Miami-Dade County, the areas that meet the LMI area benefit test include the Neighborhood Revitalization Strategy Areas (NRSAs) and the Eligible Block Groups (see Part II, Attachment 21 for maps of these areas).
- 2. The Limited Clientele Test:** Some CDBG-assisted activities are either facilities or services that, by their special nature, serve a specific segment of the population who may be lower-income people. Examples include shelters for abused spouses or senior citizen centers. HUD calls these "limited clientele activities." To determine whether one of these activities principally benefits lower-income people, one of the following tests must be met:
 - a. Only lower-income people are allowed to use the facility or service.
 - b. At least 51% of the clients of the facility or service are low-income. This requires all clients to provide information regarding their family income and size.
 - c. The activity is such that HUD "presumes" that 51% of the users are low-income. For example, HUD "presumes" elderly, homeless, severely disabled, and illiterate adults, among others, to be low-income [24 CFR 570.208(a) (2) (i) (A)].
- 3. The Job Creation Test:** All Economic Development activities must create or retain permanent jobs for low-to-moderate income persons, as defined by US HUD. Jobs are to be counted on a full-time-equivalent basis. At least 51% of the jobs created or "retained" as a result of the CDBG assistance must be either filled by or "available to" low- and moderate-income individuals. Jobs may be "available to" a low-to-moderate income person, if the job does not require special skills or additional education or the business agrees to hire someone and train them for the job. In addition, low- and moderate-income individuals must get first consideration for filling the job. Agencies will be required to collect "Job Creation Forms" from each person hired, with information on income and family size. They will also be required to collect household income verification documentation.
- 4. Low-Mod Housing (LMH):** Such activities include the rehabilitation of permanent residential structures, which will be or are occupied by low-to-moderate income households. **At this time, the County is not awarding CDBG funds for housing. Applicants must complete the Housing RFA if they are proposing a housing activity.**

Projects that claim to benefit low- and moderate-income persons but are unable to demonstrate that LMI persons will benefit from activity will not be funded.

PERFORMANCE MEASUREMENT OUTCOME SYSTEM

Based on reporting requirements of US HUD, all funded activities are required to adhere to the Community Planning and Development (CPD) Formula Grant Program Performance Measurement Outcome System. The CPD Performance Measurement Outcome System (see

Part II, Attachment 7) provides a framework for US HUD to collect local data from federally funded activities throughout the nation and standardize it so that the impact of housing and community development program investments may be measured at a national level.

In developing the outcome framework, applicants under the FY 2011 RFA must first identify the LMI National Objective and priority need which they are addressing as follows:

LMI National Objectives

- Low-Mod Area Benefit - LMA, [24 CFR 570.208(a)(1)]
- Low-Mod Limited Clientele - LMC, [24 CFR 570.208(a)(2)]
- Low-Mod Housing - LMH, [24 CFR 570.208(a)(3)]
- Low-Mod Jobs - LMJ, [24 CFR 570.208(a)(4)]

Priority Needs

- Economic Development
- Housing
- Infrastructure
- Public Facilities
- Other Needs Identified in the Consolidated Plan

In addition, applicants must select the US HUD Eligibility Matrix Code that most closely applies to the activity for which they are seeking funding. Each Matrix Code has a corresponding objective and outcome. The CPD Performance Measurement System requires all activities to be classified under the objectives and outcomes listed below. US HUD also specifies the units of measurement that may be used to report accomplishments under each Matrix Code. Applicants must use this information in their applications to develop the Scope of Work and proposed performance measurement outcomes. (See Part II, Attachment 7 for more information on the US HUD Matrix Codes.)

Objectives

- Creating a suitable living environment
- Providing decent housing
- Creating economic opportunities

Outcomes

- Improving availability or accessibility of units or services
- Improving affordability not just of housing but also of other services
- Improving sustainability by promoting viable communities

If an activity uses multiple funding sources, it must show the outcomes resulting from each US HUD funding source separately.

It is recommended that applicants read, and become familiar with the *Performance Measurement System* included in Part II, Attachment 7. However, DHCD will not be restricted to using only the indicators listed.

ELIGIBILITY REQUIREMENTS AND EVALUATION CRITERIA

All proposed activities must meet the requirements listed below to be eligible for funding:

- **National Objective:** The proposed activity must meet the US HUD National Objective of benefiting low- to moderate-income (LMI) persons.
- **Priority Needs:** Activities must address a high-priority need identified in the County's FY 2008-2012 Consolidated Plan (see Part II, Attachment 1 for a list of the priority needs).
- **Organizational and Financial Capacity:** Organization must be fiscally sound and have the skills, ability and experience required to achieve US HUD's National Objective.
- **Leveraging:** Proposed activity must have other sources of funding. CDBG funds cannot be the activity's only source of funding.
- **Timely Completion:** Organization must have a history of completing projects in a timely manner. "Timely" is defined as one year for CDBG [CFR 570.902].
- **Track Record:** Prior funded agencies must be in good standing with respect to audit findings, submitting accurate and complete quarterly progress reports, and having no unresolved monitoring findings.
- **Geographic Location:** Priority will be given to activities located in the NRSAs and Eligible Block Groups.
- **Finish What We Started:** Public facility improvement projects that have been previously funded will receive special consideration provided the activities remain financially viable.
- **Site Control:** Applications for public facility improvement activities must demonstrate site control. (i.e. title, long-term lease*, etc.)

*Long-term lease must cover timeframe required to achieve US HUD National objective.

INELIGIBLE ACTIVITIES

Activities that are not eligible for CDBG funding include, but are not limited to:

- Buildings used for the general conduct of government
- Purchase of equipment (if not part of an eligible program)
- Operating and maintenance expenses
- General Maintenance and/or repair of public facilities and infrastructure
- Payment of salaries for staff, utility costs and similar expenses necessary for the operation of public works and facilities
- General government expenses
- Political activities
- New housing construction

The eligibility of listed activities may be limited by additional regulatory conditions. See [24 CFR 570.201 – 207].

In addition to the above activities, Miami-Dade County **will not** be accepting RFA applications for Public Service activities, third party consultants, Revolving Loan Programs, Commercial Revitalization Projects (CRP), Project Management, Neighborhood Stabilization Program (NSP), Micro-Enterprise and Peer Lending Programs, or the Urgent Need national objective. Furthermore, this RFA is not seeking applications from Charter or Private Schools.

PUBLIC FACILITIES AND IMPROVEMENTS

Approximately \$1,736,000 in CDBG Program funds are available for Public Facilities and Improvements through the FY 2011 RFA.

Public Facilities and Improvements **must principally benefit low- and moderate-income persons.** Entities eligible for funding include Miami-Dade County Departments, Participating Municipalities, and not-for-profit organizations. To be considered a “public facility”, the facility must be owned by a government entity or a not-for-profit organization, and be open to the general public.

Eligible Activities

The acquisition, construction, rehabilitation, or installation of public facilities and improvements are eligible activities under CDBG. The specific types of facilities and improvements eligible for CDBG funding under [24 CFR 570.201(c)] include:

- The construction or installation of infrastructure improvements, such as street improvements and tree planting or water and sewer lines;
- Neighborhood facilities such as recreational facilities, parks, and playgrounds; and
- Facilities for persons with special needs such as facilities for battered spouses, nursing homes, group homes for the disabled, or transitional housing for the homeless.

If the assisted facility is owned by a not-for-profit organization, the CDBG regulations stipulate that the facility must be open to the public during normal working hours. All facilities constructed with CDBG funds must comply with ADA requirements, per [24 CFR 570.614(b)].

Examples of Public Facilities and Improvements

- Flood Drainage Improvements
- Water/Sewer infrastructure
- Street Improvements
- Sidewalks
- Tree Planting (This activity requires the applicant to provide a proposed tree planting plan for an approved capital facilities improvement project funded with CDBG funds. The tree planting plan should address the environmental benefits, such as use of native trees or trees that require minimal maintenance.)
- Parks
- Recreational Facilities
- Neighborhood Facilities
- Health Facilities
- Child Care Centers
- Senior Centers
- Handicapped Centers
- Homeless Facilities (excluding operating costs)
- Youth Centers
- Facilities for Abused and Neglected Children
- Asbestos Removal
- Facilities for AIDS Patients (excluding operating costs)
- Privately Owned Utilities

Eligible Costs Associated with Activities may Include:

- Energy efficiency improvements;
- Handicapped accessibility improvements (including improvements to buildings used for general conduct of government); and
- Architectural design features and other treatments aimed at improving aesthetic quality (e.g., sculptures, fountains).

Ineligible Activities

- The maintenance and repair of public facilities and improvements is generally ineligible (e.g., filling potholes, repairing cracks in sidewalks, mowing grass at public recreational areas or replacing street light bulbs).
- Operating costs associated with public facilities or improvements are ineligible unless part of a CDBG-assisted public service activity or eligible as an interim assistance activity.
- A public facility otherwise eligible for assistance under the CDBG program may be assisted with CDBG funds even if it is part of a multiple use building containing ineligible uses, if:
 - The public portion of the facility that is otherwise eligible and proposed for assistance will occupy a designated and discrete area within the larger facility; and
 - It can be determined that the costs attributable to the facility proposed for assistance is separate and distinct from the overall costs of the multiple-use building and/or facility. Allowable costs are limited to those attributable to the eligible portion of the building or facility.

Evaluation Criteria

Each application may be awarded a maximum of 100 points (50 points for the General Section and 50 points for the Public Facilities and Improvements Sub-section.) The following table lists the evaluation criteria and maximum points that may be obtained for each evaluation factor:

Public Facilities and Improvements

Evaluation Criteria	Maximum Points
General Section	
1. National Objective	5
2. Geographic Location	12
3. Priority Needs	5
4. Leveraging	8
5. Organizational and Financial Capacity	8
6. Track Record	4
7. Timely Completion	8
Total General Section	50
Public Facilities and Improvements Sub-Section	
1. Site Control	5
2. Pre-Development	20
3. Pre-Construction	4
4. Project Construction/Finish What We Started	6
5. Shovel-Ready	10
6. Policy Priorities	5
Total Public Facilities and Improvements Sub-Section	50
Total:	100 points

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ECONOMIC DEVELOPMENT ACTIVITIES

In the FY 2011 Non-Housing RFA, CDBG program funds are available for Economic Development activities in the categories listed below. Only applications from not-for-profit organizations will be accepted.

Technical Assistance to Businesses: This activity involves providing technical assistance and training directly to businesses (written agreements with businesses are required) on topics such as business planning or accounting. Under this category, agencies may apply to provide Microenterprise Development Assistance to businesses that have five or fewer employees, one or more of whom owns the enterprise.

Special Economic Development: These activities must be undertaken by not-for-profit or public entities. Eligible activities include: acquiring, constructing, rehabilitating industrial or commercial buildings with the overall objective of creating jobs. Applications for funding under this category must address the High Priority Needs of the NRSAs listed in Part II, Attachment 2. No other activities will be considered for funding.

Business Incubator Assistance Program (BIAP): The purpose of the Business Incubator Assistance Program is to help sustain existing businesses and attract new businesses into low-to moderate-income communities by providing cost-effective business support services and resources under one roof.

The pages that follow provide a more detailed description of the above categories and the eligibility requirements for each.

Ineligible Activities

The FY 2011 RFA will not accept applications from private for-profit businesses. It is also important to note that job pirating is prohibited under Section 588 of the Quality Housing and Work Responsibility Act of 1998. Job pirating refers to the use of federal funds to lure or attract a business and its jobs from one labor market to another location.

Funding Opportunities for Private For-Profit Organizations

Although the FY 2011 RFA is not seeking applications from private for-profit businesses, private companies may be able to obtain assistance from the loan programs listed below:

Revolving Loan Funds

Revolving loan funds are available to for-profit businesses for business development and commercial/industrial infrastructure development through a separate loan application at the Department of Housing and Community Development. For more information, contact Mr. Kishore Rao at 786-469-2100.

Micro Enterprise Assistance & Peer Lending

This loan program is designed to assist entrepreneurs by providing direct loans up to \$5,000 and in some cases \$25,000. For more information, please contact the following organizations:

- Partners for Self Employment, Inc. d/b/a Micro-Business, USA
Contact Person: Maria Coto, Executive Director, 305-438-1407
- Accion USA
Contact Person: William Mateo, Senior Director, 305-545-8205
- Black Economic Development Coalition, Inc. d/b/a Tools For Change
Contact Person: William Young, Loan Manager, 305-756-0605

TECHNICAL ASSISTANCE TO BUSINESSES

Through the **Technical Assistance to Businesses Program**, non-profit agencies are able to help foster economic development in low-to-moderate income communities by providing capacity-building support to local businesses. The goal is to help strengthen and grow businesses, with the overall aim of creating and retaining jobs.

National Objective

The CDBG National Objective of Technical Assistance to Businesses is job creation (LMJ, 24 CFR 570.208(a)(4)). Federal regulations require that one job be created for every \$35,000 awarded.

Eligible Activities

DHCD is requesting proposals from qualified agencies to provide Technical Assistance to Businesses and to assist in job creation. Services and resources to be provided include, but are not limited to:

- Providing business development training
- Assisting businesses with business operations related support
- Assisting businesses in securing loans, grants, and other financial resources
- Facilitating networking opportunities
- Assisting businesses with the development and implementation of a business plan
- Expanding availability of services to businesses through an established marketing plan

Activity Requirements

Eligible applicants must meet all the requirements listed below:

- Must have at least two (2) years of experience providing technical assistance to businesses
- Must have an established business development curriculum
- Must be able to provide essential business development services and resources
- Must be able to provide proof that 51% of the jobs created will be for low-to-moderate income persons. Federal regulations require the creation of one job per \$35,000 awarded
- Must have established relationships with professional service providers (i.e. Small Business Administration, accountants, marketing consultants, loan underwriters, etc.) and others comprising a local business support network
- Must adhere to a mandatory intake process; and
- Must provide a marketing plan to demonstrate outreach efforts and how services will be promoted

Ongoing Responsibilities and Monitoring

Agencies receiving CDBG funds will be required to submit quarterly progress reports and will be subject to an annual monitoring site visit. The reports will be reviewed to assess the activity's progress in creating jobs for low- and moderate-income persons. The awardees must document and maintain records of jobs created, as well as the training, technical assistance, and all other services provided for five years after the national objective is met.

Evaluation Criteria

Each application may be awarded a maximum of 100 points (50 points for the General Section and 50 points for the Economic Development Sub-section). The following table lists the evaluation criteria and maximum points that may be obtained:

Economic Development: Technical Assistance to Businesses

Evaluation Criteria	Maximum Points
General Section	
1. National Objective	5
2. Geographic Location	12
3. Priority Needs	5
4. Leveraging	8
5. Organizational and Financial Capacity	8
6. Track Record	4
7. Timely Completion	8
Total General Section	50
Technical Assistance to Businesses Sub-Section	
1. Soundness of Approach	28
2. Services Provided	16
3. Policy Priorities	6
Technical Assistance to Businesses Sub-Section	50
Total:	100 points

SPECIAL ECONOMIC DEVELOPMENT PROJECTS

Through Special Economic Development projects, not-for-profit or public entities may apply for CDBG funding to develop industrial or commercial buildings with the overall objective of creating jobs. Participating jurisdictions may also use CDBG funds to improve public infrastructure facilities in order to help create economic opportunities. This may include infrastructure improvements that benefit businesses, such as water or sewer service to a business area. **Funding for this category is limited to activities that address the High Priority Needs of the NRSAs. Activities that do not address the NRSA High Priority Needs listed in Part II, Attachment 2 will not be eligible for funding for Special Economic Development Projects.**

National Objective

The CDBG National Objective of Special Economic Development Projects is job creation (LMJ, 24 CFR 570.208(a)(4)). Federal regulations require that one job be created for every \$35,000 awarded.

Eligible Activities

“Special Economic Development” activities may meet the Low- to Moderate-Income Benefit national objective **only** in the following three ways:

1. Be located in a predominantly low- to moderate-income neighborhood and serve the low-mod income residents of the neighborhood (i.e. commercial center serving the neighborhood); **or**
2. Involve facilities designed for use predominantly by low- to moderate-income persons; **or**
3. Involve the employment of persons, the majority of whom are low- to moderate-income.

Activity Requirements

Eligible applicants must meet all the requirements listed below:

- Must have site control
- Activity must be shovel-ready
- Must be able to prove that the project will create one permanent full-time job for every \$35,000 awarded. Created jobs must be maintained for a minimum of twelve months. (Construction jobs and jobs related to the development of the project cannot be counted.)
- Must be able to provide proof that at least 51% of the jobs created will employ low- to moderate-income persons
- Must adhere to a mandatory income verification process
- Must have a project completion timeline of 18 months or less

Ongoing Responsibilities and Monitoring

Agencies receiving CDBG funds will be required to submit quarterly progress reports and will be subject to an annual monitoring site visit. The reports will be reviewed to assess the activity's progress in creating jobs for low- and moderate-income persons. The awardees must document and maintain records of jobs created for five years after the national objective is met.

Evaluation Criteria

Each application may be awarded a maximum of 100 points (50 points for the General Section and 50 points for the Economic Development Sub-section). The following table lists the evaluation criteria and the maximum points that may be obtained:

Economic Development: Special Economic Development Projects

Evaluation Criteria	Maximum Points
General Section	
1. National Objective	5
2. Geographic Location	12
3. Priority Needs	5
4. Leveraging	8
5. Organizational and Financial Capacity	8
6. Track Record	4
7. Timely Completion	8
Total General Section	50
Special Economic Development Projects Sub-Section	
1. Soundness of Approach	5
2. Site Control	5
3. Pre-Development	15
4. Pre-Construction	4
5. Project Construction/Finish What We Started	6
6. Shovel-Ready	10
7. Policy Priorities	5
Special Economic Development Projects Sub-Section	50
Total:	100 points

BUSINESS INCUBATOR ASSISTANCE PROGRAM

Statistics have shown that business incubators are invaluable tools for reducing the risk of failure for startup and microenterprise businesses. Graduates from these programs create jobs, revitalize neighborhoods, and generate local tax revenue. The purpose of the Business Incubator Assistance Program is to provide cost-effective business support services and resources to new and growing microenterprise businesses under one roof by offering a wide range of business training, support programs, flexible leases, networking opportunities, and shared equipment in a professional working environment. The primary goals of the incubator program are sustaining existing microenterprise businesses and attracting new microenterprise businesses into low- to moderate-income communities.

National Objective - The CDBG National Objective of this program is job creation (LMJ, 24 CFR 570.208(a)(4)). Federal regulations require that one job be created for every \$35,000 awarded.

Program Objectives

DHCD is requesting proposals from qualified business incubator operators to implement a BIAP using CDBG funds to provide business support services and resources that include, but are not limited to:

- Providing business planning and business development training (must use an established curriculum);
- Assisting microenterprise businesses with technical assistance and other business operations related support;
- Assisting microenterprise businesses in securing loans, grants, and other financial resources;
- Providing office space, conference room, and equipment;
- Facilitating networking opportunities;
- Assisting microenterprise businesses with the development and implementation of a business plan;
- Providing affordable workspace and business support services to microenterprise businesses;
- Growing new microenterprise businesses; and
- Expanding the availability of services to businesses in designated areas through an established marketing plan.

Eligible Applicants

No more than three (3) qualified business incubators will be funded. The activity location must have at least 500 square feet of commercial office space specifically dedicated to the microenterprise businesses. Eligible applicants must meet all the requirements listed below:

- Must be a business incubator for at least two (2) years
- Must be able to provide space to “house” a minimum of 5 microenterprise businesses for a minimum of three (3) years
- Must be located in one of the following designated areas
 - Neighborhood Revitalization Strategy Area (NRSA)
 - Enterprise Zone
 - CDBG Eligible Block Groups
- Must be able to provide proof that at least 51% of the jobs created will employ low- to moderate-income persons. Federal regulations require the creation of one job per \$35,000 awarded
- Must be able to serve at least 50 microenterprise businesses annually (businesses must have a DUNS number)

- Must have an established business development curriculum
- Must be able to provide essential business development services and resources
- Must have operational office equipment (i.e., computers, internet access, fax, copier, telephones, etc.) for use by the microenterprise businesses;
- Must have established relationships with professional service providers (i.e. Small Business Administration, accountants, marketing consultants, loan underwriters, etc.) and others comprising a local business support network;
- Must be a member of National Business Incubation Association (NBIA);
- Must adhere to a mandatory intake process; and
- Must provide a marketing plan to demonstrate outreach efforts and how services will be promoted in NRSAs and low- to moderate-income areas.

Eligible Participants

Eligible businesses (microbusinesses/microenterprises) participating in the Business Incubator Assistance Program must meet CDBG guidelines referenced in [24 CFR 570.201 (o)], which defines microenterprise as a commercial enterprise that has five or fewer employees, one or more of whom owns the enterprise. The microbusiness/microenterprise must also be established in a low- to moderate-income neighborhood, as defined in [24 CFR 570.208 (a) (1).]

Ongoing Responsibilities and Monitoring

The awarded agencies must provide on-going essential business operation services for new and growing businesses in low- to moderate-income neighborhoods. The awardees must be able to provide a physical incubator facility to house a minimum of five (5) businesses (for a term of no more than three (3) years per business) and have the capacity and resources to serve a minimum of 50 businesses functioning at various levels of development. The awardees must document and maintain records of the training, technical assistance, and all other business operation support services carried out for eligible participants for five years after the national objective is met.

The Business Incubator Assistance Program will be monitored through quarterly progress reports and annual site visits pursuant to CDBG requirements.

Evaluation Criteria

Each application may be awarded a maximum of 100 points (50 points for the General Section and 50 points for the Economic Development Sub-section). The following table lists the evaluation criteria and maximum points that may be obtained:

Business Incubator Assistance Program	
Evaluation Criteria	Maximum Points
General Section	
1. National Objective	5
2. Geographic Location	12
3. Priority Needs	5
4. Leveraging	8
5. Organizational and Financial Capacity	8
6. Track Record	4
7. Timely Completion	8
Total General Section	50
Business Incubator Assistance Program Sub-Section	
1. Services Provided	13
2. Activity Operations	32
4. Policy Priorities	5
Business Incubator Assistance Program Sub-Section	50
Total:	100 points

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APPLICATION FORMS

APPLICATION CHECKLIST/TABLE OF CONTENTS

**ALL DOCUMENTS MUST BE INCLUDED IN EACH SUBMISSION BINDER.
PLEASE SUBMIT THESE IN THE ORDER AS THEY APPEAR IN THE LIST BELOW AND LABEL THE
SECTIONS WITH THE CORRESPONDING TAB TITLE AND NUMBER.**

ALL DOCUMENTS MUST HAVE PAGE NUMBERS

Checklist for General Section

Tab	Document	Required	Page #
1.	Application Cover Sheet	Required	
2.	Application Checklist/Table of Contents	Required	
3.	Activity Application Submission Form	Required	
4.	Activity Summary for MUST Presentations	Required	
5.	Scope of Services Including Activity Description, Location, Proposed Accomplishments, and Action Steps (See Part II – Attachment 20.) Please label and include page numbers for each of the sections listed below:	Required	
	Abbreviated Activity Description	Required	
	Detailed Activity Description	Required	
	Activity Location and Description of Service Area (Include interior and exterior pictures of activity location.)	Required	
	Proposed Accomplishments	Required	
	Quarterly Milestones	Required	
	Priority Needs Statement	Required	
	Action Steps	Required	
	Statement of Metropolitan Significance (Only for activities in Entitlement Cities.)	Only If Applicable	
	Public Housing Target Area. (Include name and address of housing complex and client rolls or intake forms.)	Only If Applicable	
6.	Budget – The applicant shall submit a full and complete total budget including a listing of all funds, which are expected to be utilized as a match or to partially fund the project or program other than the funds that the applicant is requesting in its proposal. In addition, the applicant shall submit written documentation of all anticipated funding sources other than the FY 2011 funds requested. (See Part II, Attachment 19.) Please label and include page numbers for each of the sections listed below.	Required	
	Agency Budget	Required	
	Agency Assets and Liabilities	Required	
	Certified Audit Report – Performed by an independent auditor	Required	
	Detailed Activity Budget	Required	
	Five-Year Operating Pro-Forma (For Public Facilities and Improvements Only)	Only If Applicable	
	Sources and Uses Statement for Proposed Activity	Required	
	Leveraged Sources (Award Letters, Signed Affidavits, and/or Letters of Commitment)	Required	

Tab	Document	Required	Page #
7.	RFA Submittal Certification	Required	
8.	Affidavit of Organizational Consistency (Only for agencies previously funded with CDBG funds in FY 2010.)	Only If Applicable	
9.	W-9 Form* - Request for Taxpayer Identification Number and Certification	Required	
10.	Tax Exempt Status Letter* - Evidence of the not-for-profit status.	Required	
11.	IRS 990* - Description of the not-for-profit status.	Required	
12.	Governing Board* - Names and addresses.	Required	
13.	Current Articles of Incorporation* and Corporate Documents - Please label and include page numbers for each of the sections listed below.	Required	
	Articles of Incorporation/Corporate Certification	Required	
	Current Certificate of Good Standing or Certificate of Status – From the State of Florida	Required	
	Business License		
	Partnership Agreement	Only if Applicable	
	Board Resolutions (If applicable)	Only if Applicable	
14.	Current By-Laws*	Required	
15.	Contact Information for All Partners – Names of the organizations, individuals and the specific governmental agencies involved in the partnership, to include contact person(s), addresses and telephone numbers for each and their role in the project. Identify not-for-profits versus for-profits organizations and include DUNS numbers for each organization.	Required	
16.	Program Income Agreement with DHCD	Only if Applicable	
17.	Resumes and Organizational Chart	Required	
18.	Appeals or Other Pending Issues	Only if Applicable	
19.	Certificate of Use for Activity Location – DHCD staff will conduct an on-site mandatory inspection to confirm location prior to recommending funding.	Required	

*Activities which are currently funded and are not requesting a change in either services or funding source are exempt from submitting documents 9-14. In lieu of submission, you are required to submit an Affidavit of Organizational Consistency attesting to the fact that there have not been any changes in these documents within the past year.

Checklist for Public Facilities (PF) and Improvements Sub-section

Tab	Document	Required	Page #
1-PF	Site Control Documentation	Required	
2-PF	Community Support	Required	
3-PF	Feasibility/Market Analysis	Required	
4-PF	Environmental Reviews	Required	
5-PF	Past Experience	Required	
6-PF	Public Approval Documentation (Land Use, Zoning, Permits, etc.)	Required	
7-PF	Infrastructure and Utility Services	Required	
8-PF	Construction Project Manager	Required	
9-PF	Development Team	Required	
10-PF	Plans and Renderings	Required	
11-PF	Project Status	Required	
12-PF	Lease Agreement(s)	Required	
13-PF	Benefits to Low- and Moderate-Income Persons	Required	
14-PF	Activity Timeline	Required	
15-PF	Historic Preservation Designation	Only If Applicable	
16-PF	Elimination of Slum and Blight	Only If Applicable	
17-PF	LEED Standards	Only If Applicable	

Checklist for Technical Assistance to Businesses Sub-section

Tab	Document	Required	Page #
1-TA	Job Creation Plan	Required	
2-TA	Job Retention Plan	Required	
3-TA	Contractual Job Hiring Agreements (Required to be eligible for funding. See Part II, Attachment 27.)	Required	
4-TA	Past Experience	Required	
5-TA	Experience in the NRSAs	Required	
6-TA	Community Support	Required	
7-TA	Marketing Plan	Required	

Tab	Document	Required	Page #
8-TA	Business Assistance Capacity	Required	
9-TA	Collaborative Agreements with Service Providers	Required	
10-TA	Training and Job Creation in Green Manufacturing Jobs	Only If Applicable	
11-TA	Training and Job Creation in Green Jobs	Only If Applicable	
12-TA	Job Creation Agreements	Required	

Checklist for Special Economic Development Activities Sub-section

Tab	Document	Required	Page #
1-SED	Job Creation Plan	Required	
2-SED	Job Retention	Required	
3-SED	NRSA Economic Development Needs	Required	
4-SED	Community Support	Required	
5-SED	Site Control Documentation	Required	
6-SED	Feasibility/Market Analysis	Required	
7-SED	Environmental Reviews	Required	
8-SED	Past Experience	Required	
9-SED	Public Approval Documentation (Land Use, Zoning, Permits, etc.)	Required	
10-SED	Infrastructure and Utility Services	Required	
11-SED	Construction Project Manager	Required	
12-SED	Development Team	Required	
13-SED	Plans and Renderings	Required	
14-SED	Project Status	Required	
15-SED	Lease Agreement(s)	Required	
16-SED	Job Creation Agreements	Required	
17-SED	Activity Timeline	Required	
18-SED	Historic Preservation Designation	Only If Applicable	
19-SED	Elimination of Slum and Blight	Only If Applicable	
20-SED	LEED Standards	Only If Applicable	

Checklist for Business Incubator Assistance Program Sub-section

Tab	Document	Required	Page #
1-BI	Collaborative Agreements with Service Providers	Required	
2-BI	Proof of Membership in National Business Incubation Association	Required	
3-BI	Collaboration with Small Business Administration	Required	
4-BI	Graduation Requirements	Required	
5-BI	Annual Capacity	Required	
6-BI	Past Experience	Required	
7-BI	Training Curriculum	Required	
8-BI	Training and Job Creation in Green Manufacturing Jobs	Only If Applicable	
9-BI	Training and Job Creation in Green Jobs	Only If Applicable	

I HEREBY CERTIFY THAT THIS PROPOSAL IS COMPLETE, AS INDICATED ABOVE, AND THAT THE INFORMATION PROVIDED IS TRUE AND ACCURATE.

AGENCY/APPLICANT _____

PENALTY FOR FALSE OR FRAUDULENT STATEMENT

U.S. Code Title 18, Section 1001, provides that a fine of up to \$10,000 or imprisonment for a period not to exceed five years, or both, shall be the penalty for willful misrepresentation and the making of false, fictitious statements, knowing same to be false.

FOR AN OATH OR AFFIRMATION:
STATE OF FLORIDA
COUNTY OF MIAMI-DADE COUNTY

Sworn to (or affirmed) and subscribed before me this _____ day of _____, 20____, by
_____ (name of person making statement).

(NOTARY SEAL)

Signature of Notary Public-State of Florida) _____
(Name of Notary Typed, Printed, or Stamped) _____

Personally Known _____ or Produced Identification _____

Type of Identification Produced _____

ACTIVITY APPLICATION SUBMISSION FORM

AGENCY/APPLICANT _____

ACTIVITY TITLE: _____

**DATE APPLICATION
SUBMITTED** _____

APPLICATION COVER SHEET

FY 2011 REQUEST FOR APPLICATIONS

AGENCY / DEVELOPER / APPLICANT INFORMATION: _____

Legal Name: _____

Organization's Fed. Tax or Employer Identification Number (TIN /EIN): _____

Organization's Dun & Bradstreet D-U-N-S # (Required): _____

To obtain a DUNS # please call 1.866.705.5711 or visit <http://fedgov.dnb.com/webform>

Contact Person _____ Phone: _____ e-mail: _____

MAILING ADDRESS (P.O. Boxes will not be accepted):

Address Line 1 _____

Address Line 2 _____

City _____ State _____ Zip+4 _____

To answer the questions below, you may obtain the information at the following link:
<http://gisims2.miamidade.gov/Cservices/CSReport.asp>

County Commission District(s) where activity is located
--Please circle District number(s)

1 2 3 4 5 6 7 8 9 10 11 12 13
 County Wide

County Commission District(s) where clients reside (service area):
--Please circle District number(s)

1 2 3 4 5 6 7 8 9 10 11 12 13
 County Wide

Neighborhood Revitalization Strategy Area(s):

Low-Mod Area (LMA Benefit Eligible Block Group(s) _____

Opa-locka _____ South Miami _____

Melrose _____ Leisure City/Naranja _____

Goulds _____ West Little River _____

Model City _____ Perrine _____

Are you applying for Homeless Funds? Yes ___ No ___

ACTIVITY INFORMATION:

Activity Title: _____

For this activity, please list the total amount requested of CDBG funds: \$ _____

ACTIVITY SUMMARY FOR “MUST” PRESENTATION

(For New Applications Only)

Please submit one (1) form for each proposed activity by December 3, 2010 to the following fax number: 786-469-2226. Failure to make presentation will result in the reduction of 4 points from the overall score of the application.

AGENCY/APPLICANT NAME: _____

CONTACT PERSON (NAME AND TITLE): _____

TELEPHONE NUMBER: _____ FAX NUMBER: _____

AGENCY/APPLICANT DUNS NUMBER _____

E-MAIL: _____

AGENCY/APPLICANT ADDRESS: _____

ACTIVITY TITLE: _____

TYPE OF ACTIVITY: _____

- ☐ PUBLIC FACILITIES AND IMPROVEMENTS
- ☐ ECONOMIC DEVELOPMENT

LOCATION OF ACTIVITY (ADDRESS OR FOLIO NUMBER): _____
CITY: _____ STATE _____ ZIP: _____

ACTIVITY DESCRIPTION Provide an Abbreviated Activity Description statement about your proposed project (**Who, What, When, Where, Why, and How**). An example of a good abbreviated description is: Construction of an ADA walkway, ADA parking, fencing/landscaping for 50 low/mod income Alzheimer's clients in an adult day care program located in the Model City NRSA, 123 Main Street, in Commission District 3.

LIST THE COMMISSION DISTRICTS THE ACTIVITY WILL SERVE (1 thru 13):

<http://gisims2.miamidade.gov/Cservices/CSReport.asp> _____

LIST THE NAME(s) OF THE NRSA's TO BE SERVED BY THIS ACTIVITY

<http://gisims2.miamidade.gov/Cservices/CSReport.asp> _____

LIST THE FUNDING SOURCES REQUESTED:

- ☐ CDBG
- ☐ HOME (Apply using Housing RFA Application)
- ☐ SHIP (Apply using Housing RFA Application)
- ☐ ESG (Apply using Housing RFA Application)

AMOUNT OF FUNDS REQUESTED FOR FY 2011:

TOTAL ACTIVITY COST:

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RFA SUBMITTAL CERTIFICATION

Please complete the certification below:

If this application is approved for funding, the organization agrees to comply with all required Federal, state and local laws and regulations. The organization confirms that it is fully capable of fulfilling the obligations as stated in this proposal and in any attachments or documents included with this application.

As a duly authorized representative of this organization, I submit this application to Miami-Dade County and verify that the information herein is true, accurate, and complete.

PENALTY FOR FALSE OR FRAUDULENT STATEMENT

U.S. Code Title 18, Section 1001, provides that a fine of up to \$10,000 or imprisonment for a period not to exceed five years, or both, shall be the penalty for willful misrepresentation and the making of false, fictitious statements, knowing same to be false.

APPLICANT: _____

DATE: _____

FOR AN OATH OR AFFIRMATION:
STATE OF FLORIDA
COUNTY OF MIAMI-DADE COUNTY

Sworn to (or affirmed) and subscribed before me this _____ day of _____, 20____, by
_____ (name of person making statement).

(NOTARY SEAL)

Signature of Notary Public-State of Florida) _____
(Name of Notary Typed, Printed, or Stamped) _____

Personally Known _____ or Produced Identification _____

Type of Identification Produced _____

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AFFIDAVIT OF ORGANIZATIONAL CONSISTENCY

(Only for agencies previously funded with CDBG funds in FY 2010)

By completing this document, the contractor certifies the following:

- The agency/applicant cited on this form is currently funded in FY 2010 through the Consolidated Plan Application Process for the Community Development Block Grant (CDBG), HOME Program, Emergency Shelter Grant (ESG), or through Miami-Dade County.
- Every corporation is required to file an annual report each year with the State of Florida to maintain "active" status.
- The agency/applicant's organizational status – as it pertains to the structure of its Board of Directors, its contractual relationships with other businesses, its operations of its projects funded through the sources mentioned above, and the statements affirmed on the affidavits submitted to Miami-Dade County during FY 2010 -- has remained unchanged.
- The agency/applicant further affirms that it will notify Miami-Dade County's Department of Housing and Community Development to report any changes in the status of the items mentioned above that occur after the execution of this affidavit and that it will complete all required documents to formally report such modifications.
- The failure by the contractor to comply with the items mentioned above shall render any contract or funding application between the contractor and Miami-Dade County void and result in the debarment from future County work. The Inspector General shall be authorized to investigate such alleged violations.

By: _____ 20____
Signature of Affiant Date

Printed Name and Title of Affiant Federal Employer Identification Number

Printed Name of Agency/Applicant

Address of Agency/Applicant

SUBSCRIBED AND SWORN TO (of affirmed) before me this _____ day of _____, 20____

He/She is personally known to me or has presented _____ as identification.
Type of Identification

Signature of Notary

Serial Number

Printed or Stamped Name of Notary

Expiration Date

Notary Public, State of _____

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APPLICATION: GENERAL SECTION

ALL INFORMATION IS REQUIRED TO BE CONSIDERED FOR AWARD

ONLY ACCEPTING APPLICATIONS FROM NOT-FOR-PROFIT ORGANIZATIONS

ALL APPLICANTS, INCLUDING BUSINESS INCUBATOR APPLICANTS MUST COMPLETE THE GENERAL SECTION AND THE RESPECTIVE SUB-SECTIONS. **THE APPLICATION MAY BE OBTAINED AT THE FOLLOWING LINK:** http://www.miamidade.gov/ced/request_RFA.asp

FOR THE FOLLOWING QUESTIONS, PLEASE TAB EACH PART OF THE DOCUMENT WITH THE CORRESPONDING QUESTIONS THAT TAB IS ADDRESSING AND HIGHLIGHT THE APPROPRIATE SECTION. IF THE REQUESTED WRITTEN DOCUMENTATION IS NOT PROVIDED, THE QUESTION WILL BE SCORED AS A NO. FOR EXAMPLE, FOR ANY QUESTION THAT STATES, BY-LAWS ARE AN ACCEPTABLE SOURCE OF DOCUMENTATION, YOU ONLY NEED TO SUPPLY ONE SET OF BY-LAWS WITH EACH QUESTION APPROPRIATELY TABBED AND HIGHLIGHTED TO DENOTE THE ANSWER TO THAT PARTICULAR QUESTION.

****PLEASE NOTE: This RFA is not seeking applications under the PUBLIC SERVICE Category****
Maximum 50 Points

I. Applicant Information

(Please insert the page number as indicated in your RFA application)*

1.	<p>What is the LEGAL NAME of the Agency or Developer applying for funds? <i>Please provide evidence such as Business License, Incorporation Documents, Certificate of Good Standing, Certificate of Status from the State of Florida. Include documents in Tab13 (Articles of Incorporation and Corporate Documents, etc) Page # _____ *</i></p> <p><i>Currently funded agencies must submit DHCD's Affidavit of Organizational Consistency to be exempt from this requirement.</i></p>
2.	<p>Agency or Developer Address. <i>If you are a partnership, you must submit this information for all partners. Please use a separate sheet of paper to list all partners. Include documents in Tab15 (Contact Information for All Partners). Page # _____</i></p> <p>Street Address: _____</p> <p>City: _____ State: <table border="1" style="display: inline-table; width: 40px; height: 20px; vertical-align: middle;"></table> Zip Code: <table border="1" style="display: inline-table; width: 100px; height: 20px; vertical-align: middle;"></table></p> <p>Organization TIN # / EIN #: _____</p> <p>Organization Dun & Bradstreet D-U-N-S #: _____</p> <p>A D-U-N-S #: is mandatory (To obtain a DUNS #, please call 1 866 705-5711)</p>
3.	<p>Agency or Developer Contact Person. <i>If you are a partnership, you must submit this information for all partners. Please use a separate sheet of paper to list all contact persons. Include documents in Tab15 (Contact Information for All Partners). Page # _____</i></p> <p>Contact Person: _____ Title: _____</p> <p>Phone Number: () _____ Fax: () _____</p> <p>E-mail: _____ Website: _____</p>

GENERAL SECTION

4.	<p>Organization Type. Please select one.</p> <table border="0"> <tr> <td><input type="checkbox"/> Community Based Development Organization (CBDO)</td> <td><input type="checkbox"/> County Dept.</td> <td rowspan="5"> <div style="border: 1px solid black; padding: 5px;"> 2b. Not-for-Profit <input type="checkbox"/> Yes <input type="checkbox"/> No 2c. For Profit <input type="checkbox"/> Yes <input type="checkbox"/> No 2d. Institution <input type="checkbox"/> Yes <input type="checkbox"/> No of higher Education? </div> </td> </tr> <tr> <td><input type="checkbox"/> Community Based Organization (CBO)</td> <td><input type="checkbox"/> Municipality</td> </tr> <tr> <td><input type="checkbox"/> Community Development Corporation (CDC)</td> <td><input type="checkbox"/> Other</td> </tr> <tr> <td><input type="checkbox"/> Community Housing Development Organization (CHDO)</td> <td></td> </tr> <tr> <td><input type="checkbox"/> Developer</td> <td></td> </tr> <tr> <td><input type="checkbox"/> Joint Venture</td> <td></td> <td></td> </tr> </table> <p>Please provide evidence such as Corporation certification, Board Resolution or Partnership Agreement. Include documents in Tab 13 (Articles of Incorporation and Corporate Documents). Page # _____</p> <p>Not-for-Profit organizations need to include the IRS certification in Tab 10. Page # _____</p> <p>Currently funded agencies must submit Affidavit of Organizational Consistency to be exempt from this requirement.</p>	<input type="checkbox"/> Community Based Development Organization (CBDO)	<input type="checkbox"/> County Dept.	<div style="border: 1px solid black; padding: 5px;"> 2b. Not-for-Profit <input type="checkbox"/> Yes <input type="checkbox"/> No 2c. For Profit <input type="checkbox"/> Yes <input type="checkbox"/> No 2d. Institution <input type="checkbox"/> Yes <input type="checkbox"/> No of higher Education? </div>	<input type="checkbox"/> Community Based Organization (CBO)	<input type="checkbox"/> Municipality	<input type="checkbox"/> Community Development Corporation (CDC)	<input type="checkbox"/> Other	<input type="checkbox"/> Community Housing Development Organization (CHDO)		<input type="checkbox"/> Developer		<input type="checkbox"/> Joint Venture		
<input type="checkbox"/> Community Based Development Organization (CBDO)	<input type="checkbox"/> County Dept.	<div style="border: 1px solid black; padding: 5px;"> 2b. Not-for-Profit <input type="checkbox"/> Yes <input type="checkbox"/> No 2c. For Profit <input type="checkbox"/> Yes <input type="checkbox"/> No 2d. Institution <input type="checkbox"/> Yes <input type="checkbox"/> No of higher Education? </div>													
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<input type="checkbox"/> Community Housing Development Organization (CHDO)															
<input type="checkbox"/> Developer															
<input type="checkbox"/> Joint Venture															
5.	<p>Has there been a tax exemption ruling from the Internal Revenue Service (IRS) under Section 501 (c)(3) or (4) of the IRS Code of 1986? Please provide current Tax Exempt Status Letter or letter of application to the IRS. Include documents in Tab 10 (Tax Exempt Status Letter). Page # _____</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>														
6.	<p>Is your agency/business delinquent in any obligation to Miami-Dade County or is the agency/business, officer or any member of the agency's Board of Directors on the Miami-Dade County <u>Delinquent List</u>?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>														
7.	<p>If you answered yes to the above question, has the agency/business filed an appeal? Please provide information regarding appeal. Include documents in Tab 18 (Appeals and Other Pending Issues). Page # _____</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>														
8.	<p>Is your agency/business or any officer/board member/employee of your organization listed in the Federal Excluded Parties list system? Excluded Parties List System (www.epls.gov) includes parties that are excluded from receiving Federal contracts, certain subcontracts, and certain Federal financial and nonfinancial assistance and benefits, pursuant to the provisions of 31 U.S.C. 6101, note, E.O. 12549, E.O. 12689, 48 CFR 9.404.</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>DHCD Staff will verify Questions 6-8. If you answered YES to either question, your application will be rejected. If you are currently in appeal, the application will be referred to the Miami-Dade County Attorney's Office for review.</p>														

II. Proposed Activity

9.	<p>Activity Title: _____</p> <p><i>If this is a currently funded activity with DHCD, and you are requesting funding from the same funding source, the title must be the same as currently contracted.</i></p>
10.	<p>What category are you applying for? Select only one below. Note: There must be a separate application for each category.</p> <p><input type="checkbox"/> Public Facilities and Improvements <input type="checkbox"/> Economic Development</p>

11.	<p>Provide an <u>Abbreviated Activity Description</u> statement for the proposed activity. <i>Description should be no more than 250 characters, and should include the Who, What, When, Where, Why, and How of the proposed activity. Sample abbreviated description: Construction of an ADA walkway, ADA parking, fencing/landscaping for 50 low/mod income Alzheimer's clients in an adult day care program located in the Model City NRSA, 123 Main Street, in Commission District 3. Include documents in Tab 5 (Scope of Services). Page # _____</i></p> <p>_____</p> <p>_____</p>
12.	<p>Provide a full, detailed activity description, limited to one page typed. <i>The description shall include, at a minimum, who will carry out the activity, what type of service will be provided, the proposed clientele or service group, how low-to-moderate income persons will be served, when the services will be provided, the location of the activity and how the services will be administered. Include documents in Tab 5 (Scope of Services). Page # _____</i></p>
13.	<p>Please provide quarterly milestones, (4) quarters for the proposed activity. <i>Include documents in Tab 5 (Scope of Services). Page # _____</i></p>
14.	<p>Please provide EACH of the following documents, which must adhere to the formats provided in Part II, Attachment 19. <i>Include documents in Tab 6 (Budget). Page # _____</i></p> <p><input type="checkbox"/> An overall agency budget (from all funding sources) - Page # _____</p> <p><input type="checkbox"/> A detailed activity budget - Page # _____</p> <p><input type="checkbox"/> A detailed 5-year operating pro-forma - Page # _____</p>

III. Funding Request

15.	<p>How much funding are you requesting for the proposed activity? _____</p>																								
16.	<p>If currently funded for this activity, how much funding did you receive for this activity in prior years? _____</p> <p><i>Note: You are only considered currently funded if you are requesting funds from the same funding source and for the same activity. Mark N/A if you did not receive prior year funding for the same activity. Verification of award will be determined through a BCC Resolution, an Award Letter or an executed contract.</i></p>																								
17.	<p>Is the funding request greater than 75% of the total amount of available funding for a particular funding category? <i>Note: A request greater than 75% of what is available for a funding category will result in a ten-point reduction in the overall score.</i></p> <p><input type="checkbox"/> Yes (-10 pts.) <input type="checkbox"/> No</p>																								
18.	<p>How many funding applications has the agency submitted? <i>Note: More than 3 applications result in a 5 point deduction in the overall score for <u>each</u> activity submitted.</i></p> <p>_____</p> <p>List the activities for which you are applying and the funding request for each application.</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th style="width: 10%;"></th> <th style="width: 40%;">Activity Name</th> <th style="width: 30%;">Category (Economic Development or Public Facilities)</th> <th style="width: 20%;">Amount Requested</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1.</td> <td></td> <td></td> <td style="text-align: right;">\$</td> </tr> <tr> <td style="text-align: center;">2.</td> <td></td> <td></td> <td style="text-align: right;">\$</td> </tr> <tr> <td style="text-align: center;">3.</td> <td></td> <td></td> <td style="text-align: right;">\$</td> </tr> <tr> <td style="text-align: center;">4.</td> <td></td> <td></td> <td style="text-align: right;">\$</td> </tr> <tr> <td colspan="3" style="text-align: right;">TOTAL AMOUNT</td> <td style="text-align: right;">\$</td> </tr> </tbody> </table>		Activity Name	Category (Economic Development or Public Facilities)	Amount Requested	1.			\$	2.			\$	3.			\$	4.			\$	TOTAL AMOUNT			\$
	Activity Name	Category (Economic Development or Public Facilities)	Amount Requested																						
1.			\$																						
2.			\$																						
3.			\$																						
4.			\$																						
TOTAL AMOUNT			\$																						

IV. National Objective (Maximum 5 Points)

The County reserves the right to make the final determination on the following questions.

19.	U.S. Department of Housing and Urban Development (US HUD) Activity Type. Please refer to Part II, Attachment 7 to answer question. _____						
20.	US HUD Matrix Code. Please refer to Part II, Attachment 7 to answer question. _____						
21.	<p>What objective of the US HUD mandated Performance Measurement Outcome System does the activity meet? Please refer to Part II, Attachment 7 to answer question. Select one in each column.</p> <table> <tr> <td><input type="checkbox"/> Creating a suitable living environment</td> <td><input type="checkbox"/> Availability / Accessibility</td> </tr> <tr> <td><input type="checkbox"/> Providing decent housing</td> <td><input type="checkbox"/> Affordability</td> </tr> <tr> <td><input type="checkbox"/> Creating Economic Opportunities</td> <td><input type="checkbox"/> Sustainability</td> </tr> </table>	<input type="checkbox"/> Creating a suitable living environment	<input type="checkbox"/> Availability / Accessibility	<input type="checkbox"/> Providing decent housing	<input type="checkbox"/> Affordability	<input type="checkbox"/> Creating Economic Opportunities	<input type="checkbox"/> Sustainability
<input type="checkbox"/> Creating a suitable living environment	<input type="checkbox"/> Availability / Accessibility						
<input type="checkbox"/> Providing decent housing	<input type="checkbox"/> Affordability						
<input type="checkbox"/> Creating Economic Opportunities	<input type="checkbox"/> Sustainability						
22.	<p>What type of accomplishment units are you proposing to serve with this funding request? Please refer to Part II, Attachment 7 to answer question. Select only one.</p> <p> <input type="checkbox"/> People <input type="checkbox"/> Households <input type="checkbox"/> Businesses <input type="checkbox"/> Organizations <input type="checkbox"/> Public Facilities <input type="checkbox"/> Jobs </p>						
23.	<p>How many new units of accomplishment are you proposing to serve with this funding request? Please provide an unduplicated count for the proposed accomplishment count. _____</p>						
24.	<p>HUD National Objective for Low-to-Moderate Income (LMI) Persons. The HUD national objective to serve low-to-moderate income persons is categorized into the following four areas: 1) Low-Mod Area Benefit; 2) Low-Mod Clientele; 3) Low-Mod Jobs; <u>or</u> 4) Low-Mod Housing. Please indicate which of the following applies to your activity. You may refer to Part II, Attachment 20 to answer question. Note: Housing activities are not funded through the Non-Housing RFA; therefore, the LMH option is not included below.</p> <p> <input type="checkbox"/> Low-Mod Area Benefit (LMA) <input type="checkbox"/> Low-Mod Clientele (LMC) <input type="checkbox"/> 4. Low-Mod Jobs (LMJ) </p>						
25.	<p>The proposed activity meets the CDBG National Objective criteria pursuant to HUD regulations. Please refer to Part II, Attachment 20 to answer question. To be eligible for Federal funding, minimum CDBG requirements must be met.</p> <p> <input type="checkbox"/> Yes (5 pts.) <input type="checkbox"/> No (-50) </p>						

V. Geographic Location (Maximum 12 Points)

26.	<p>What is the primary activity address (activity location)? If there are multiple activity addresses, you must submit this information for all locations. For vacant lots, you may provide crossroads information. Post Office Boxes are not acceptable; a physical activity location must be provided. If necessary, please use a separate sheet of paper and include document in Tab 5 (Scope of Services). Page # _____</p> <p>Street Address: _____</p> <p>City: _____ State: <input type="text"/> <input type="text"/> Zip Code: <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/></p>
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27.	Describe the <u>service area</u> of the proposed activity. Include in Tab 5 (Scope of Services). Page # _____ _____ _____ _____
28.	Provide the Census Tract and Census Block Group Number of the activity location or service area. <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;">Census Tract _____ _____</div> <div style="width: 45%;">Census Block Group _____ _____</div> </div> <p>Census information can be obtained through www.census.gov. Select American Fact Finder. Select Street Address. Type in the activity address. Press Go and your information will come up in a box underneath your address. You may also obtain the information at the Miami-Dade County Services Near Your link: http://qisims2.miamidade.gov/Cservices/CSReport.asp. For more detailed instructions, see Part II, Attachment 21.</p>
29.	Is the activity located in any of the following Entitlement Cities? Please select only one below. Note: Funding applications from agencies that propose activities in entitlement jurisdictions or participating jurisdictions in the State of Florida Small Cities CDBG Program will only be considered if they can demonstrate that the activity is of Metropolitan Significance and is consistent with the high priority needs identified in that jurisdiction's Consolidated Plan. To be considered an activity of Metropolitan Significance, the proposed activity must have a countywide benefit in which the majority of its past and present beneficiaries are from unincorporated Miami-Dade County and participating jurisdictions. If this applies to the proposed activity, provide a statement indicating how the activity meets the "Metropolitan Significance" criteria and include evidence of client rolls or intake forms. Include documents in Tab 5 (Scope of Services). Page # _____ (-10 points) <div style="display: flex; flex-wrap: wrap;"> <div style="width: 25%;"><input type="checkbox"/> City of North Miami</div> <div style="width: 25%;"><input type="checkbox"/> City of Miami Beach</div> <div style="width: 25%;"><input type="checkbox"/> City of Homestead</div> <div style="width: 25%;"><input type="checkbox"/> Florida City</div> <div style="width: 25%;"><input type="checkbox"/> City of Miami</div> <div style="width: 25%;"><input type="checkbox"/> City of Miami Gardens</div> <div style="width: 25%;"><input type="checkbox"/> City of Hialeah</div> </div>
30.	Is the activity located in any of the following Participating Municipalities? "Participating municipalities," are cities that have decided to participate in the County's CDBG program. They include the following cities: (Please select one of the following if applicable) (5 pts.) <div style="display: flex; flex-wrap: wrap;"> <div style="width: 25%;"><input type="checkbox"/> City of Sweetwater</div> <div style="width: 25%;"><input type="checkbox"/> City of Opa-locka</div> <div style="width: 25%;"><input type="checkbox"/> City of Hialeah Gardens</div> <div style="width: 25%;"><input type="checkbox"/> Village of El Portal</div> <div style="width: 25%;"><input type="checkbox"/> City of North Miami Beach</div> <div style="width: 25%;"><input type="checkbox"/> City of South Miami</div> <div style="width: 25%;"><input type="checkbox"/> N/A (0 points)</div> </div>
31.	Indicate if the activity will serve or is located in a Neighborhood Revitalization Strategy Area (NRSA) and/or an Eligible Block Group <input type="checkbox"/> Yes (5 pts.) <input type="checkbox"/> No See Part II, Attachment 21 for maps of the NRSA's and a list of the eligible block groups. You may also find the NRSA maps at the following link: http://www.miamidade.gov/ced/nrsa.asp
32.	If you answered yes to the above question, indicate the area/s that you will serve. (Please select each NRSA area that applies.) NRSAs <div style="display: flex; flex-wrap: wrap;"> <div style="width: 33%;"><input type="checkbox"/> Opa-Locka</div> <div style="width: 33%;"><input type="checkbox"/> Model City</div> <div style="width: 33%;"><input type="checkbox"/> West Little River</div> <div style="width: 33%;"><input type="checkbox"/> Melrose</div> <div style="width: 33%;"><input type="checkbox"/> South Miami</div> <div style="width: 33%;"><input type="checkbox"/> Perrine</div> <div style="width: 33%;"><input type="checkbox"/> Goulds</div> <div style="width: 33%;"><input type="checkbox"/> Leisure City/Naranja</div> </div> <p style="text-align: center;">or</p> Eligible Block Group/s _____ _____
33.	If your are proposing a new activity that has not been funded previously, your organization MUST make a presentation before the community in which the activity is located. Such applicants are required to complete and Submit the "Activity Summary for MUST Presentations," as part of Tab 4 . Page # _____.

	<p>A schedule of the meeting dates can be found in the General Section, under the RFA Schedule. Failure to make the MUST presentation will result in a reduction of 4 points to the overall score.</p> <p>Has your agency made a <u>MUST</u> presentation?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No (-4 pts)</p>
34.	<p>Does the activity target Public Housing residents? To receive points, client rolls and/or signed intake forms must be provided with this RFA application. Include documents in Tab 5 (Scope of Services). Page # _____</p> <p><input type="checkbox"/> Yes (2 pt.) <input type="checkbox"/> No</p>
35.	<p>If you answered yes to the above question, please provide the following information: If multiple sites, include information in Tab 5 (Scope of Services). Page # _____</p> <p>Name of housing complex: _____</p> <p>Street Address: _____</p> <p>City/State/Zip _____</p>

VI. High Priority Needs (Maximum 5 Points)

36.	<p>Does the activity address a NRSA priority need or goals/objectives in a community Charrette plan? Please select only one of the following options listed below. To obtain points for this question, applicants must provide a brief narrative of how the proposed activity is addressing the identified needs in the NRSA or Charrette areas. Include in Tab 5 (Scope of Services). Page # _____</p> <p>A copy of the NRSA Priority Needs is found in Part II, Attachment 2. A copy of the charrette plans can be found at: www.miamidade.gov/planzone/planning_comm_charrettes.asp.</p> <p><input type="checkbox"/> Yes, addresses an eligible NRSA high priority need listed in the FY 2008-2012 Consolidated Plan. (5 pts.)</p> <p><input type="checkbox"/> Yes, addresses a need listed in the FY 2008-2012 Consolidated Plan Priorities. See Part II, Attachment 1 (3 pts.)</p> <p><input type="checkbox"/> No</p>
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VII. Leveraging (Maximum 8 Points)

37.	<p>What is the TOTAL project cost of the proposed activity?</p> <p>Must provide detailed project budget, see Part II, Attachments 19. Include in Tab 6 (Budget). Page # _____</p>										
38.	<p>Has this activity secured documented funding from other sources? If needed, provide information on separate sheet of paper. Must provide Award letters, signed affidavits (if source is from agency's own resources), or letters of commitment that are not contingent upon award or municipal resolutions. Include in Tab 6 (Budget). Page # _____</p> <table> <thead> <tr> <th>Name of Source</th><th>Amount</th></tr> </thead> <tbody> <tr> <td>_____</td><td>\$ _____</td></tr> <tr> <td>_____</td><td>\$ _____</td></tr> <tr> <td>_____</td><td>\$ _____</td></tr> <tr> <td>TOTAL</td><td>\$ _____</td></tr> </tbody> </table> <p><input type="checkbox"/> 0-25% Leverage (-8 pts.) <input type="checkbox"/> 26-79% Leverage (4 pts.) <input type="checkbox"/> 80-100% Leverage (8 pts.)</p>	Name of Source	Amount	_____	\$ _____	_____	\$ _____	_____	\$ _____	TOTAL	\$ _____
Name of Source	Amount										
_____	\$ _____										
_____	\$ _____										
_____	\$ _____										
TOTAL	\$ _____										
39.	<p>Is the amount of secured funding for the activity less than \$25,000? DHCD will not consider awarding CDBG funds for any activity that has not secured a minimum of \$25,000 in outside funding sources for the operation of the activity. The implementing agency must provide evidence such as Award letters, signed affidavits (if source is from agency's own resources), or letters of commitment that are not contingent upon award or municipal resolutions. Include in Tab 6 (Budget). Page # _____</p> <p><input type="checkbox"/> Yes (-2 pts) <input type="checkbox"/> No</p>										

VIII. Organizational Capacity (Maximum 8 Points)

40.	<p>Does the agency have the technical capacity to carry out the proposed activity? <i>Please provide Resumes and/or statements that describe the experience of key staff members or contract(s) with consultant firms or not-for-profit organizations who possess program knowledge or experience carrying out the proposed project. Subject to review by DHCD. Include in Tab 17 (Resumes and Organizational Chart). Page # _____</i></p> <p><input type="checkbox"/> Yes (6 pt.) <input type="checkbox"/> No (-6 pt.)</p>
41.	<p>Is the project or land for which funds are being requested held as collateral for a loan that is more than 90 days delinquent? <i>If yes, must submit copy of bank letters describing the delinquency and a brief description on how the delinquency will be cured. Include in Tab 18 (Appeals or Other Pending Issues). Page # _____</i></p> <p><input type="checkbox"/> Yes. (-4 pts.) <input type="checkbox"/> No</p>
42.	<p>Has the agency submitted an acceptable prior year audit report certified by an <u>Independent Auditor</u>? <i>Include in Tab 6 (Budget). Page # _____</i></p> <p> <input type="checkbox"/> A. Not previously funded; question does not apply (0 pt.) <input type="checkbox"/> B. Submitted all required audits with findings/concerns resolved (2 pts.) <input type="checkbox"/> C. Has not submitted a prior year external audit report. (0 pt.) <input type="checkbox"/> D. Agency has unresolved audit findings/concerns (-1 pts.) </p>

IX. Track Record (Maximum 4 Points)

43.	<p>If currently funded by DHCD, has the agency submitted acceptable progress reports and met its contractual requirements in a timely manner in FY 2010?</p> <p> <input type="checkbox"/> A. Not previously funded, or question does not apply (0 pt.) <input type="checkbox"/> B. Submitted all required reports and met all contractual requirements (2 pts.) <input type="checkbox"/> C. The agency has not submitted progress reports in a timely manner, or it has submitted incomplete progress reports (-2 pts.) </p>
44.	<p>If agency has been funded by DHCD, does agency have two or more years of unresolved monitoring findings? <i>FY 2009 and FY 2010 Monitoring reviews will be verified by DHCD staff.</i></p> <p><input type="checkbox"/> Yes (-4 pts.) <input type="checkbox"/> No</p>
45.	<p>If this activity is currently funded by DHCD and the activity has received program income, has DHCD approved the agency's use of program income for this project? <i>Examples of program income are loan repayments, property sales, rental income, fees charged for services, interest earned on revolving loans, loan payments. Acceptable documentation: DHCD approval letter to use program income for project. Include in Tab 16 (Program Income). Page # _____</i></p> <p><input type="checkbox"/> Yes (2 pts.) <input type="checkbox"/> No (-4 pts.) <input type="checkbox"/> NA (0 pts.)</p>

X. Timely Completion (Maximum 8 Points)

46.	<p>If previously funded by DHCD, did the agency complete the National Objective in a timely manner?</p> <p> <input type="checkbox"/> A. Not previously funded, or question does not apply (0 pt.) <input type="checkbox"/> B. Completed National Objective and met all performance objectives (3 pts.) <input type="checkbox"/> C. The agency has not met the National Objective (-4 pts.) </p>
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47.	<p>If the Agency was funded with CDBG funds in FY 2009, did the agency expend at least 80% of the available funding balances by December 31, 2009?</p> <p><input type="checkbox"/> Yes (2 pts.) <input type="checkbox"/> No (-3 pts) <input type="checkbox"/> Not funded in FY 2009</p>
48.	<p>If the Agency was funded with CDBG funds in FY 2010, did it expend 60% of the available funding balance for FY 2010?</p> <p><input type="checkbox"/> Yes, at least 90% of the CDBG funds have been spent. (3 pts.)</p> <p><input type="checkbox"/> Yes, at least 75% to 89% of the CDBG funds have been spent (2 pts.)</p> <p><input type="checkbox"/> Yes, at least 60% to 74% of the CDBG funds have been spent (1 pts.)</p> <p><input type="checkbox"/> No, 20% to 59% of the CDBG funds have been spent. (0 pt.)</p> <p><input type="checkbox"/> 1% to 19% of the CDBG funds have been spent. (0 pt)</p> <p><input type="checkbox"/> Contract was not executed by Sept. 1, 2010. (0 pt)</p> <p><input type="checkbox"/> The contract was executed, but no funds have been spent. (-3 pts)</p>

END OF GENERAL SECTION

PUBLIC FACILITIES AND IMPROVEMENTS SUB-SECTION

PLEASE NOTE: This RFA is not seeking applications under the PUBLIC SERVICE Category

THE RFA APPLICATION MAY BE OBTAINED AT THE FOLLOWING LINK:

http://www.miamidade.gov/ced/request_RFA.asp

Maximum 50 Points

I. SITE CONTROL (Maximum 5 Points)

1.	<p>Does the organization/applicant have documented site control? Please note that site control is <u>required to receive funding</u>. To be eligible for funding, site control must be demonstrated. Applicants must provide documentation to receive points for this question. Documents must be in the name of the legal entity that will own the project or the contracting agency. (See Question #2 for a list of documentation.)</p> <p><input type="checkbox"/> Yes (5 pts) <input type="checkbox"/> No (-10 pts)</p>												
2.	<p>If yes, what supportive documentation does your organization hold? Select one below. Include in Tab 1-PF (Site Control Documentation). Page # _____</p> <p><input type="checkbox"/> Title / Deed or Municipal owner</p> <p><input type="checkbox"/> A valid option to purchase (Purchase option must be through 6/30/2011. The closing must occur prior to CDBG contract execution with the County), or</p> <p><input type="checkbox"/> Executed long term lease. (Land lease must cover timeframe required to achieve US HUD National Objective.)</p>												
3.	<p>Provide a list of all folio numbers for the project site and attach pictures of the site/structure. Include in Tab 5 (Scope of Services). Page # _____</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th style="width: 50%; text-align: center;">Site Address</th> <th style="width: 50%; text-align: center;">Folio Number</th> </tr> </thead> <tbody> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> </tbody> </table>	Site Address	Folio Number										
Site Address	Folio Number												

II. PRE-DEVELOPMENT (Maximum 20 Points)

1.	<p>Does agency have documented community support for this project? If yes, please provide evidence of support such as a resolution from a NRSA Community Advisory Committee, community letters of support, or other documented support from the community. Include in Tab 2-PF (Community Support). Page # _____</p> <p><input type="checkbox"/> Yes (1 pt.) <input type="checkbox"/> No</p>
2.	<p>Have pre-development funds been identified to pay for feasibility/market analysis? Provide copy of feasibility/market analysis. If analysis is not complete, please provide evidence that funds have been set aside. Include in Tab 3-PF (Feasibility/Market Analysis). Page # _____</p> <p><input type="checkbox"/> Yes, and feasibility/market analysis is complete. (2 pts.)</p> <p><input type="checkbox"/> Yes – Funds have been identified but analysis is not complete. (1 pt.)</p> <p><input type="checkbox"/> No</p> <p><input type="checkbox"/> N/A</p>
3.	<p>Has a Phase I Environmental Audit been initiated? If yes, please provide evidence such as Phase I Audit Report, which has been conducted and/or updated within 6 months of the application. Include in Tab 4-PF (Environmental Reviews). Page # _____</p> <p><input type="checkbox"/> Yes (1 pt.) <input type="checkbox"/> No</p>

4.	<p>Does the developer have previous development/construction experience with a similar type construction activity, funded with federal funds? <i>If yes, please provide evidence such as a list of similar projects, the location(s), funding sources utilized, development team members and client reference(s). Include in Tab 5-PF (Past Experience). Page # _____</i></p> <p><input type="checkbox"/> Yes (2 pts.) <input type="checkbox"/> No</p>
5.	<p>Will this request fully fund the gap needed to complete this project on time? <i>In order to receive points, please provide sources and uses statement showing other funding sources. Must provide evidence such as Award letters, signed affidavits (if source is from agency's own resources), or letters of commitment that are not contingent upon award or municipal resolutions. Include in Tab 6 (Budget). Page # _____</i></p> <p><input type="checkbox"/> Yes (8 pts.) <input type="checkbox"/> No (- 8 pts)</p>
6.	<p>Has public approval, such as land use, zoning, permitting and variances been obtained to the carry out the project? <i>Please provide evidence such as Governmental clearance documentation or permits. Include in Tab 6-PF (Public Approval Documentation). Page # _____</i></p> <p><input type="checkbox"/> Yes (2 pts.) <input type="checkbox"/> No</p>
7.	<p>Does the project site have access to infrastructure and utility services? <i>(i.e. water and sewer connections, roadway access, and electric service) If yes, provide utility bills or letters from appropriate agencies. If no, please explain plans for the the appropriate infrastructure for the site and provide copies of the plans. Include in Tab 7-PF (Infrastructure and Utility Services). Page # _____</i></p> <p><input type="checkbox"/> Yes (2 pts.) <input type="checkbox"/> No</p>
8.	<p>Is there an executed agreement with a qualified construction project manager for this project? <i>Please provide evidence such as a copy of the executed agreement between the construction project manager and owner/recipient, including copy of resume. Note: the construction project manager cannot be employed by the general contractor or be an employee of the G.C. . Include in Tab 8-PF (Construction Project Manager). Page # _____</i></p> <p><input type="checkbox"/> Yes (2 pts.) <input type="checkbox"/> No</p>

III. PRE-CONSTRUCTION (Maximum 4 Points)

1.	<p>Have contractual agreements with the development team been fully executed? <i>Please provide evidence such as a copy of the executed agreement between developer and owner/recipient. Provide list of development team members, position, address and telephone numbers. Include in Tab 9-PF (Development Team). Page # _____</i></p> <p><input type="checkbox"/> Yes (2 pts.) <input type="checkbox"/> No</p>
2.	<p>Are construction specifications, construction plans and renderings completed? <i>If yes, please provide copies of plans and renderings. If no, please indicate what percent has been completed and provide proof. Include in Tab 10-PF (Plans and Renderings). Page # _____</i></p> <p><input type="checkbox"/> Yes (2 pts.) <input type="checkbox"/> No – If no, what percent (%) has been completed? _____</p>

IV. PROJECT CONSTRUCTION/ FINISH WHAT WE STARTED (Maximum 6 Points)

1.	<p>If the project has been previously funded by the County, please indicate if construction has started. <i>If yes, please explain what has been completed. If no, please explain why construction has not started. Include in Tab 11-PF (Project Status). Page # _____</i></p> <p><input type="checkbox"/> Yes (6 pts.) <input type="checkbox"/> No</p>
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V. SHOVEL READY (Maximum 10 Points)

A project is considered "Shovel ready" if the following conditions are met: 1) the Environmental Site Assessment reports (Phase I and/or II) are completed with a "No Further Action" recommendation; 2) construction plans and specifications have been completed and approved by all appropriate local agencies; 3) full funding of construction phase is available (minus the gap funding requested; and 4) construction is ready to start pending the selection and award of the general contractor within sixty (60) calendar days from the CDBG contract execution date with Miami-Dade County.

1.	The Environmental Site Assessment report (Phase I and/or II) is complete with a "No Further Action" recommendation. Please provide proof. Include in Tab 4-PF (Environmental Reviews). Page # _____ <input type="checkbox"/> Yes (2 pts.) <input type="checkbox"/> No
2.	Construction plans and specifications have been completed and approved by all appropriate local agencies. Please provide proof. Include in Tab 10-PF (Plans and Renderings). Page # _____ <input type="checkbox"/> Yes (2 pts.) <input type="checkbox"/> No
3.	Full funding of construction phase is committed (minus the gap funding requested). – Please provide proof, such as commitment letters. Include in Tab 6 (Budget). Page # _____ <input type="checkbox"/> Yes (2 pts.) <input type="checkbox"/> No
4.	Construction is ready to start pending the selection and award of the general contractor within sixty (60) calendar days from the CDBG contract execution date with Miami-Dade DHCD. <input type="checkbox"/> Yes (2 pts.) <input type="checkbox"/> No
5.	Will the proposed project be completed in 18 months or less from the CDBG contract execution date with Miami-Dade County? Please provide project timeline. Include in Tab 14-PF (Activity Timeline). Page # _____ <input type="checkbox"/> Yes (2 pt.) <input type="checkbox"/> No

VII. POLICY PRIORITIES (Maximum 5 Points)

1.	Does the proposed activity benefit a property that has been designated or that has been determined to be potentially eligible for designation as a local, state, or <u>national historic site</u>? Please provide proof. Include in Tab 15-PF (Historic Preservation Designation). Page # _____ <input type="checkbox"/> Yes (1 pt.) <input type="checkbox"/> No (-2 pts)
2.	Does the proposed activity address the elimination of slum or blight of a potentially eligible property? Please provide proof. Include in Tab 16-PF (Elimination of Slum and Blight). Page # _____ <input type="checkbox"/> Yes (2 pt.) <input type="checkbox"/> No (-2 pts)
3.	Does the proposed project comply with the US Green Building Council's LEED green building rating system for New Construction and Major Renovations? Please provide certification. Include in Tab 17-PF (LEED Standards). Page # _____ <input type="checkbox"/> Yes (2 pts.) <input type="checkbox"/> No

**END OF PUBLIC FACILITIES AND
IMPROVEMENTS SUB-SECTION**

ECONOMIC DEVELOPMENT: TECHNICAL ASSISTANCE TO BUSINESSES SUB-SECTION

**PLEASE NOTE:

This RFA is not seeking applications under the PUBLIC SERVICE Category
Business Incubator applicants must complete the Business Incubator Section.

THE RFA APPLICATION MAY BE OBTAINED AT THE FOLLOWING LINK:

http://www.miamidade.gov/ced/request_RFA.asp

Maximum 50 Points

I. Soundness of Approach (Maximum 28 Points)

1.	<p>Will the proposed activity create a minimum of one permanent full-time equivalent (FTE) job per \$35,000 awarded? Pursuant to HUD Regulation, 24 CFR 570.208(a)(4), at least 51% of the jobs created must employ low-to-moderate income persons.</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No (-50 points)</p>
2.	<p>How many jobs will this activity create? Total number of jobs _____</p> <p><i>Provide a one page written description of how the proposed project will create jobs. Include a description of the types of jobs that will be created and the estimated salaries. Include in Tab 1-TA (Job Creation Plan). Page # _____</i></p>
3.	<p>Will this activity provide assistance that will result in the retention of jobs? <i>If yes, please provide a written statement detailing the hardship on the affected business and how the proposed activity will assist to alleviate the potential loss of jobs. Include in Tab 2-TA (Job Retention). Page # _____</i></p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</p>
4.	<p>Does the agency have written contractual job hiring agreements (see Attachment 27) with businesses that the agency is proposing to assist? <i>To be eligible for funding under the Technical Assistance to Businesses category, applicants must provide contractual job hiring agreements. Please provide copies of the executed agreement. The agreement must include appropriate language to ensure that no job pirating has occurred. Include in Tab 3-TA (Contractual Job Hiring Agreements). Page # _____</i></p> <p><input type="checkbox"/> Yes (12 pts) <input type="checkbox"/> No (-10 pts)</p>
5.	<p>Does the agency have experience in the activity for which it is applying? <i>Provide a description of projects that are similar to the proposed activity. Points to be determined by DHCD. Include in Tab 4-TA (Past Experience). Page # _____</i></p> <p><input type="checkbox"/> 0 to 2 years (0 pts.) <input type="checkbox"/> 3 to 5 years (1 pt.) <input type="checkbox"/> 6 to 9 year (3 pts.) <input type="checkbox"/> 10 or more years (5 pts.)</p>
6.	<p>Does the applicant have at least two years of experience in providing Economic Development services within any of the eight Neighborhood Revitalization Strategy Areas (NRSAs) in Miami-Dade County? <i>Provide proof, such as signed client intake forms, client addresses, loan closing documents, etc. The maps of the NRSAs may be viewed at the following link: http://www.miamidade.gov/ced/nrsa.asp. The maps are also included in Part II, Attachment 21. Include in Tab 5-TA (Experience in NRSAs). Page # _____</i></p> <p><input type="checkbox"/> Yes (6 pts) <input type="checkbox"/> No</p>
7.	<p>Does agency have documented community support for the proposed activity? <i>If yes, please provide evidence of support, such as a resolution from a NRSA Community Advisory Committee (CAC), community letters of support, or other documented support from the community. Include in Tab 6-TA (Community Support). Page # _____</i></p> <p><input type="checkbox"/> Yes (1 pt.) <input type="checkbox"/> No</p>

8.	<p>Does the agency have a comprehensive Marketing Plan for promoting the proposed activity? <i>In order to receive points, please provide a copy. Include in Tab 7-TA (Marketing Plan). Page # _____</i></p> <p> <input type="checkbox"/> Marginal (1 pts) <input type="checkbox"/> Moderate (3 pts) <input type="checkbox"/> Comprehensive (4 pts) </p>
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II. Services Provided (Maximum 16 Points)

1.	<p>Please check all services that will be provided</p> <table style="width: 100%;"> <thead> <tr> <th style="text-align: left;">Service</th> <th colspan="2" style="text-align: right;">(1 point each Yes)</th> </tr> </thead> <tbody> <tr> <td>1. Assistance with business startup basics</td> <td style="text-align: center;"><input type="checkbox"/> Yes</td> <td style="text-align: center;"><input type="checkbox"/> No</td> </tr> <tr> <td>2. Networking activities with other business professionals</td> <td style="text-align: center;"><input type="checkbox"/> Yes</td> <td style="text-align: center;"><input type="checkbox"/> No</td> </tr> <tr> <td>3. Marketing assistance</td> <td style="text-align: center;"><input type="checkbox"/> Yes</td> <td style="text-align: center;"><input type="checkbox"/> No</td> </tr> <tr> <td>4. Business Plan Writing/Development</td> <td style="text-align: center;"><input type="checkbox"/> Yes</td> <td style="text-align: center;"><input type="checkbox"/> No</td> </tr> <tr> <td>5. Assistance with accounting/financial management</td> <td style="text-align: center;"><input type="checkbox"/> Yes</td> <td style="text-align: center;"><input type="checkbox"/> No</td> </tr> <tr> <td>6. Assistance with securing funding, i.e. loans, grants</td> <td style="text-align: center;"><input type="checkbox"/> Yes</td> <td style="text-align: center;"><input type="checkbox"/> No</td> </tr> <tr> <td>7. Technology assistance and software training</td> <td style="text-align: center;"><input type="checkbox"/> Yes</td> <td style="text-align: center;"><input type="checkbox"/> No</td> </tr> <tr> <td>8. Assistance with business regulatory compliance</td> <td style="text-align: center;"><input type="checkbox"/> Yes</td> <td style="text-align: center;"><input type="checkbox"/> No</td> </tr> </tbody> </table>	Service	(1 point each Yes)		1. Assistance with business startup basics	<input type="checkbox"/> Yes	<input type="checkbox"/> No	2. Networking activities with other business professionals	<input type="checkbox"/> Yes	<input type="checkbox"/> No	3. Marketing assistance	<input type="checkbox"/> Yes	<input type="checkbox"/> No	4. Business Plan Writing/Development	<input type="checkbox"/> Yes	<input type="checkbox"/> No	5. Assistance with accounting/financial management	<input type="checkbox"/> Yes	<input type="checkbox"/> No	6. Assistance with securing funding, i.e. loans, grants	<input type="checkbox"/> Yes	<input type="checkbox"/> No	7. Technology assistance and software training	<input type="checkbox"/> Yes	<input type="checkbox"/> No	8. Assistance with business regulatory compliance	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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8. Assistance with business regulatory compliance	<input type="checkbox"/> Yes	<input type="checkbox"/> No																										
2.	<p>How many businesses can you serve on an annual basis? <i>Please provide proof such as a list of businesses served in the prior year. Include in Tab 8-TA (Business Assistance Capacity). Page # _____</i></p> <p> <input type="checkbox"/> 19 or less (0 pts.) <input type="checkbox"/> 20 -35 (1 pts.) <input type="checkbox"/> 35-49 (2 pts.) <input type="checkbox"/> 50 or more (4 pts.) </p>																											
3.	<p>Does the applicant have current executed agreements with other service providers to enhance the delivery of services to clients who are clearly defined in the proposal? <i>Please attach copies. Include in Tab 9-TA (Collaborative Agreements with Service Providers). Page # _____</i></p> <p> <input type="checkbox"/> Current agreements (4 pts.) <input type="checkbox"/> Proposed agreements (3 pts.) <input type="checkbox"/> No such agreements </p>																											

III. POLICY PRIORITIES (Maximum 6 Points)

1.	<p>Will the activity provide training and job creation for manufacturing jobs for low and moderate income persons in the production of products that will result in gains in energy efficiency or the use of alternative energy sources recognized as leading to the net reduction in carbon emissions?</p> <p><i>Provide a list of the proposed job titles and projected salaries, along with a one page written description about the proposed project and how it will create jobs. Include in Tab 10-TA (Training and Job Creation in Green Manufacturing Jobs). Page # _____</i></p> <p> <input type="checkbox"/> Yes (3 pts.) <input type="checkbox"/> No </p>
2.	<p>Will this activity provide training and job creation for low and moderate income persons in such areas as weatherization, or sales/distribution/marketing/installation and repair of solar energy systems or high efficiency appliances; construction and/or design of energy efficient structures; design, manufacture and servicing of electric, hybrid or biodiesel vehicles; and recycling of discarded materials?</p> <p><i>Provide a list of the proposed job titles and projected salaries along with a one page written description about the proposed project and how it will create jobs. Include in Tab 11-TA (Training and Job Creation in Green Jobs). Page # _____</i></p> <p> <input type="checkbox"/> Yes (3 pts.) <input type="checkbox"/> No </p>

END OF TECHNICAL ASSISTANCE SUB-SECTION

ECONOMIC DEVELOPMENT: SPECIAL ECONOMIC DEVELOPMENT ACTIVITIES SUB-SECTION

(e.g. Acquisition, Construction, Rehabilitation of Commercial or Industrial Buildings)

****PLEASE NOTE:**

This RFA is not seeking applications under the PUBLIC SERVICE Category
Business Incubator applicants must complete the Business Incubator Section.

THE RFA APPLICATION MAY BE OBTAINED AT THE FOLLOWING LINK:

http://www.miamidade.gov/ced/request_RFA.asp

Maximum 50 Points

I. Soundness of Approach (Maximum 5 Points)

1.	<p>Will the proposed activity result in the creation of a minimum of one permanent full-time equivalent (FTE) job per \$35,000 awarded? <i>The proposed project must create jobs once the project is complete. Pursuant to HUD Regulation, 24 CFR 570.208(a)(4), at least 51% of the jobs created must employ low-to-moderate income persons. Note: Construction jobs or jobs related to the development of the project may not be counted.</i></p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
2.	<p>How many jobs will this activity create? Total number of jobs _____</p> <p><i>Provide a one page written description of how the proposed project will create jobs. Include a description of the types of jobs that will be created and the estimated salaries. Include in Tab 1-SED (Job Creation Plan). Page # _____</i></p>
3.	<p>Will this activity assist in the retention of jobs? <i>If yes, please provide a written statement detailing the hardship on the affected businesses and how the proposed activity will assist with the potential loss of jobs. Include in Tab 2 - SED (Job Retention). Page # _____</i></p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</p>
4.	<p>Does the project address any of the economic development needs of the eight Neighborhood Revitalization Strategy Areas (NRSAs) in Miami-Dade County? <i>To obtain points for this question, applicants must provide a brief narrative of how the proposed activity is addressing the identified needs in the NRSA or Charette areas. A copy of the NRSA Priority Needs is found in Part II, Attachment 2. Include in Tab 3-SED (NRSA Economic Development Needs). Page # _____</i></p> <p><input type="checkbox"/> Yes (3 pts) <input type="checkbox"/> No</p>
5.	<p>Does agency have documented community support for the proposed activity? <i>If yes, please provide evidence of support, such as a resolution from a NRSA Community Advisory Committee, community letters of support, or other documented support from the community. Include in Tab 4-SED (Community Support). Page # _____</i></p> <p><input type="checkbox"/> Yes (2 pt.) <input type="checkbox"/> No</p>

I. SITE CONTROL (Maximum 5 Points)

1.	<p>For Special Economic Development projects that involve commercial/industrial construction, does the organization/applicant have documented site control? <i>Please note that site control is <u>required to receive funding</u>. Application and documents must be in the name of the legal entity that will own the project or the contracting agency. (Refer to Question #2 in this section for examples of documented site control.)</i></p> <p><input type="checkbox"/> Yes (5 pts) <input type="checkbox"/> No (-6 pts)</p>
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2.	<p>If yes, what supportive documentation does your organization hold? <i>Select one below. Include in Tab 5-SED (Site Control Documentation). Page # _____</i></p> <p> <input type="checkbox"/> Title / Deed or Municipal owner <input type="checkbox"/> A valid option to purchase <i>(Purchase option must be through 6/30/2011. The closing must occur prior to CDBG contract execution with the County) or</i> <input type="checkbox"/> Executed long term lease. <i>(Land lease must cover timeframe required to achieve US HUD National Objective.)</i> <input type="checkbox"/> Other </p>												
3.	<p>Provide a list of all folio numbers for the project site and attach pictures of the site/structure. <i>Include in Tab 5 (Scope of Services). Page # _____</i></p> <table border="1" style="width: 100%;"> <thead> <tr> <th style="width: 50%;">Site Address</th> <th style="width: 50%;">Folio Number</th> </tr> </thead> <tbody> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> </tbody> </table>	Site Address	Folio Number										
Site Address	Folio Number												

III. PRE-DEVELOPMENT (Maximum 15 Points)

1.	<p>Has a feasibility/market analysis been completed for the proposed activity? <i>Provide copy of feasibility/market analysis. If analysis is not complete, please provide evidence that funds have been set aside for its completion. Include in Tab 6-SED (Feasibility/Market Analysis). Page # _____</i></p> <p> <input type="checkbox"/> Yes, and feasibility/market analysis is complete. (2 pts.) <input type="checkbox"/> Yes – Funds have been identified but analysis is not complete. (1 pt.) <input type="checkbox"/> No </p>
2.	<p>Has a Phase I Environmental Audit been initiated? <i>If yes, please provide evidence such as Phase I Audit Report, which has been conducted and/or updated within 6 months of the application. Include in Tab 7-SED (Environmental Reviews). Page # _____</i></p> <p> <input type="checkbox"/> Yes (1 pt.) <input type="checkbox"/> No </p>
3.	<p>Does the developer have previous development/construction experience with a similar type construction activity, funded with federal funds? <i>If yes, please provide evidence such as a list of similar projects, the location(s), funding sources utilized, development team members and client reference(s). Include in Tab 8-SED (Past Experience). Page # _____</i></p> <p> <input type="checkbox"/> Yes (2 pts.) <input type="checkbox"/> No </p>
4.	<p>Will this request fully fund the gap needed to complete this project on time? <i>In order to receive points, please provide sources and uses statement showing other funding sources. Must provide evidence such as Award letters, signed affidavits (if source is from agency's own resources), or letters of commitment that are not contingent upon award or municipal resolutions. Include in Tab 6 (Budget). Page # _____</i></p> <p> <input type="checkbox"/> Yes (4 pts.) <input type="checkbox"/> No (- 4 pts) </p>
5.	<p>Has public approval, such as land use, zoning, permitting and variances been obtained to carry out the project? <i>Please provide evidence such as Governmental clearance documentation or permits. Include in Tab 9-SED (Public Approval Documentation). Page # _____</i></p> <p> <input type="checkbox"/> Yes (2 pts.) <input type="checkbox"/> No </p>
6.	<p>Does the project site have access to infrastructure and utility services? <i>(i.e. water and sewer connections, roadway access, and electric service) If yes, provide utility bills or letters from appropriate agencies. If no, please explain plans for the the appropriate infrastructure for the site and provide copies of the plans. Include in Tab 10-SED (Infrastructure and Utility Services). Page # _____</i></p>

	<input type="checkbox"/> Yes (2 pts.) <input type="checkbox"/> No
7.	<p>Is there an executed agreement with a qualified construction project manager for this project? <i>Please provide evidence such as a copy of the executed agreement between the construction project manager and owner/recipient, including copy of resume. Note: the construction project manager cannot be employed by the general contractor or be an employee of the G.C. . Include in Tab 11-SED (Construction Project Manager). Page # _____</i></p> <p><input type="checkbox"/> Yes (2 pts.) <input type="checkbox"/> No</p>

IV. PRE-CONSTRUCTION (Maximum 4 Points)

1.	<p>Have contractual agreements with the development team been fully executed? <i>Please provide evidence such as a copy of the executed agreement between developer and owner/recipient. Provide list of development team members, position, address and telephone numbers. Include in Tab 12-SED (Development Team). Page # _____</i></p> <p><input type="checkbox"/> Yes (2 pts.) <input type="checkbox"/> No</p>
2.	<p>Are construction specifications, construction plans and drawings completed? <i>If yes, please provide copies of plans and renderings. If no, please indicate what percent has been completed and provide proof. Include in Tab 13-SED (Plans and Renderings). Page # _____</i></p> <p><input type="checkbox"/> Yes (2 pts.) <input type="checkbox"/> No – If no, what percent (%) has been completed? _____</p>

V. PROJECT CONSTRUCTION/ FINISH WHAT WE STARTED (Maximum 6 Points)

1.	<p>If the project has been previously funded by the County, please indicate if construction has started. <i>. If yes, please explain what has been completed. If no, please explain why construction has not started. Include in Tab 14-SED (Project Status). Page # _____</i></p> <p><input type="checkbox"/> Yes (2 pts.) <input type="checkbox"/> No</p>
2.	<p>If the facility will be leasing space, does the applicant have fully executed leases for at least 50 percent of the leaseable space? <i>Include in Tab 15-SED (Lease Agreements). Page # _____</i></p> <p><input type="checkbox"/> Yes (2 pts.) <input type="checkbox"/> No</p>
3.	<p>Are agreements in place to ensure that jobs will be created once the project is complete? <i>The project must create a minimum of one permanent FTE job per \$35,000 awarded. Pursuant to HUD Regulation, 24 CFR 570.208(a)(4), at least 51% of the jobs created must employ low-to-moderate income persons. Please provide evidence of signed agreements with businesses that will provide jobs. Note: Construction jobs or jobs related to the development of the project may not counted. Include in Tab 16-SED (Job Creation Agreements). Page # _____</i></p> <p><input type="checkbox"/> Yes (2 pt.) <input type="checkbox"/> No</p>

VI. SHOVEL READY (Maximum 10 Points)

A project is considered "Shovel ready" if the following conditions are met: 1) the Environmental Site Assessment reports (Phase I and/or II) are completed with a "No Further Action" recommendation; 2) construction plans and specifications have been completed and approved by all appropriate local agencies; 3) full funding of construction phase is available (minus the gap funding requested; and 4) construction is ready to start pending the selection and award of the general contractor within sixty (60) calendar days from the CDBG contract execution date with Miami-Dade County.

1.	The Environmental Site Assessment report (Phase I and/or II) is complete with a "No Further Action" recommendation. Please provide proof. Include in Tab 7-SED (Environmental Reviews) . Page # _____ <input type="checkbox"/> Yes (2 pts.) <input type="checkbox"/> No
2.	Construction plans and specifications have been completed and approved by all appropriate local agencies. Please provide proof. Include in Tab 13-SED (Plans and Renderings) . Page # _____ <input type="checkbox"/> Yes (2 pts.) <input type="checkbox"/> No
3.	Full funding of construction phase is committed (minus the gap funding requested). - Please provide proof, such as commitment letters. Include in Tab 6 (Budget) . Page # _____ <input type="checkbox"/> Yes (2 pts.) <input type="checkbox"/> No
4.	Construction is ready to start pending the selection and award of the general contractor within sixty (60) calendar days from the CDBG contract execution date with Miami-Dade DHCD. <input type="checkbox"/> Yes (2 pts.) <input type="checkbox"/> No
5.	Will the proposed project be completed in 18 months or less from the CDBG contract execution date with Miami-Dade County? Please provide project timeline. Include in Tab 17-SED (Activity Timeline) . Page # _____ <input type="checkbox"/> Yes (2 pt.) <input type="checkbox"/> No

VII. POLICY PRIORITIES (Maximum 5 Points)

1.	Does the proposed activity benefit a property that has been designated or that has been determined to be potentially eligible for designation as a local, state, or national historic site? Please provide proof. Include in Tab 18-SED (Historic Preservation Designation) . Page # _____ <input type="checkbox"/> Yes (1 pt.) <input type="checkbox"/> No (-2 pts)
2.	Does the proposed activity address the <u>elimination of slum and blight of a potentially eligible property</u>? Please provide proof. Include in Tab 19-SED (Elimination of Slum and Blight) . Page # _____ <input type="checkbox"/> Yes (2 pt.) <input type="checkbox"/> No (-2 pts)
3.	Does the proposed project comply with the US Green Building Council's LEED green building rating system for New Construction and Major Renovations? Please provide certification. Include in Tab 20-SED (LEED Standards) . Page # _____ <input type="checkbox"/> Yes (2 pts.) <input type="checkbox"/> No

**END OF SPECIAL ECONOMIC DEVELOPMENT
SUB-SECTION**

ECONOMIC DEVELOPMENT: BUSINESS INCUBATOR ASSISTANCE PROGRAM SUB-SECTION

**PLEASE NOTE:

This RFA is not seeking applications under the PUBLIC SERVICE Category
Business Incubator applicants must complete the Business Incubator Section.

THE RFA APPLICATION MAY BE OBTAINED AT THE FOLLOWING LINK:

http://www.miamidade.gov/ced/request_RFA.asp

Maximum 50 Points

I. Services Provided (Maximum 13 Points)

1.	Please check all services to be provided	
	Service	(1 point each Yes)
	1. Assistance with business startup basics	<input type="checkbox"/> Yes <input type="checkbox"/> No
	2. Networking activities with other business professionals	<input type="checkbox"/> Yes <input type="checkbox"/> No
	3. Marketing assistance	<input type="checkbox"/> Yes <input type="checkbox"/> No
	4. Business plan writing/development	<input type="checkbox"/> Yes <input type="checkbox"/> No
	5. Telephone/Receptionist	<input type="checkbox"/> Yes <input type="checkbox"/> No
	6. Assistance with accounting/financial management	<input type="checkbox"/> Yes <input type="checkbox"/> No
	7. Assistance with securing funding, i.e. loans, grants	<input type="checkbox"/> Yes <input type="checkbox"/> No
	8. Conference room/meeting space	<input type="checkbox"/> Yes <input type="checkbox"/> No
	9. Advisory boards and mentors	<input type="checkbox"/> Yes <input type="checkbox"/> No
	10. Technology assistance and software training	<input type="checkbox"/> Yes <input type="checkbox"/> No
	11. Assistance with business regulatory compliance	<input type="checkbox"/> Yes <input type="checkbox"/> No
2.	Does the applicant have current executed agreements with other service providers to enhance the delivery of services to clients? <i>Please attach copies. Include in Tab 1-BI (Collaborative Agreements with Service Providers). Page # _____</i> <input type="checkbox"/> Current agreements (2 pts.) <input type="checkbox"/> Proposed agreements (1 pts.) <input type="checkbox"/> No such proposal	

II. Activity Operations (Maximum 32 Points)

1.	Is the business incubator a member of the National Business Incubation Association (NBIA)? <i>Provide proof. Include in Tab 2-BI (Membership in NBIA). Page # _____</i> <input type="checkbox"/> Yes (5 pts.) <input type="checkbox"/> No
2.	Has the Business Incubator collaborated with the Small Business Administration (SBA) Small Business Development Centers or other collaborative partnerships? <i>Must provide proof to receive points. Include in Tab 3-BI (Collaboration with Small Business Administration). Page # _____</i> <input type="checkbox"/> Yes (4 pts.) <input type="checkbox"/> No
3.	Has the incubator program set graduation requirements by development benchmarks, such as company revenues or staffing levels, in addition to time in the program? <i>Must provide proof to receive points. Include in Tab 4-BI (Graduation Requirements). Page # _____</i> <input type="checkbox"/> Yes (4 pts.) <input type="checkbox"/> No (-5 pts.)
4.	Is the activity located in one of the following areas listed below? <i>Identify the area where the proposed incubator is located. Select only one area. Information can be obtained by going to</i>

	<p>http://gisims2.miamidade.gov/Cservices/CSReport.asp?CMD=INIT and entering the activity location.</p> <p>State Enterprise Zone (2 pts. maximum)</p> <table border="0"> <tr> <td><input type="checkbox"/> Central</td> <td><input type="checkbox"/> Cutler Ridge / Perrine</td> <td><input type="checkbox"/> Homestead / Florida City</td> <td><input type="checkbox"/> South Dade</td> </tr> <tr> <td><input type="checkbox"/> Miami Beach (Split)</td> <td><input type="checkbox"/> Miami Beach</td> <td><input type="checkbox"/> North Beach</td> <td><input type="checkbox"/> South Dade Goulds</td> </tr> <tr> <td><input type="checkbox"/> North Central</td> <td><input type="checkbox"/> North Dade Satellite</td> <td><input type="checkbox"/> South Beach</td> <td><input type="checkbox"/> Princeton/Naranja</td> </tr> </table> <p>NRSAs or Eligible Block Groups (5 pts. maximum)</p> <table border="0"> <tr> <td><input type="checkbox"/> Opa-Locka</td> <td><input type="checkbox"/> Model City</td> <td><input type="checkbox"/> West Little River</td> <td><input type="checkbox"/> Melrose</td> </tr> <tr> <td><input type="checkbox"/> South Miami</td> <td><input type="checkbox"/> Perrine</td> <td><input type="checkbox"/> Goulds</td> <td><input type="checkbox"/> Leisure City/Naranja</td> </tr> </table> <p>Eligible Block Groups</p> <p>_____</p>	<input type="checkbox"/> Central	<input type="checkbox"/> Cutler Ridge / Perrine	<input type="checkbox"/> Homestead / Florida City	<input type="checkbox"/> South Dade	<input type="checkbox"/> Miami Beach (Split)	<input type="checkbox"/> Miami Beach	<input type="checkbox"/> North Beach	<input type="checkbox"/> South Dade Goulds	<input type="checkbox"/> North Central	<input type="checkbox"/> North Dade Satellite	<input type="checkbox"/> South Beach	<input type="checkbox"/> Princeton/Naranja	<input type="checkbox"/> Opa-Locka	<input type="checkbox"/> Model City	<input type="checkbox"/> West Little River	<input type="checkbox"/> Melrose	<input type="checkbox"/> South Miami	<input type="checkbox"/> Perrine	<input type="checkbox"/> Goulds	<input type="checkbox"/> Leisure City/Naranja
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5.	<p>How many workstation desks are available at the incubator? <i>Select one.</i></p> <p><input type="checkbox"/> 1-5 (1 pts.) <input type="checkbox"/> 6-10 (1 pts.) <input type="checkbox"/> 11-15 (2 pts.) <input type="checkbox"/> 16-20 (3 pts.) <input type="checkbox"/> 20 or more (4 pts.)</p>																				
6.	<p>How many businesses can you serve on an annual basis? <i>Must provide proof. Include in Tab 5-BI (Annual Capacity). Page # _____</i></p> <p><input type="checkbox"/> 19 or less (0 pts.) <input type="checkbox"/> 20 -35 (1 pts.) <input type="checkbox"/> 35-49 (2 pts.) <input type="checkbox"/> 50 or more (3 pts.)</p>																				
7.	<p>How many years has the organization been a business incubator? <i>Must provide proof to receive points. Include in Tab 6-BI (Past Experience). Page # _____</i></p> <p><input type="checkbox"/> 2-5 years (1 pts.) <input type="checkbox"/> 6 or more years (2 pts.)</p>																				
8.	<p>Does the organization have a comprehensive training curriculum? <i>In order to receive points please provide a copy. Include in Tab 7-BI (Training Curriculum). Page # _____</i></p> <p><input type="checkbox"/> Marginal (-5 pts.) <input type="checkbox"/> Moderate (2 pts.) <input type="checkbox"/> Comprehensive (5 pts.)</p>																				

III. POLICY PRIORITIES (Maximum 5 Points)

1.	<p>Will the activity provide training and job creation for manufacturing jobs for low and moderate income persons in the production of products that will result in gains in energy efficiency or the use of alternative energy sources recognized as leading to the net reduction in carbon emissions? <i>Provide a list of the proposed job titles and projected salaries, along with a one page written description about the proposed project and how it will create jobs. Include in Tab 8-BI (Training and Job Creation in Green Manufacturing Jobs). Page # _____</i></p> <p><input type="checkbox"/> Yes (3 pts.) <input type="checkbox"/> No (0 pt.)</p>
2.	<p>Will this activity provide training and job creation for low and moderate income persons in such areas as weatherization, or sales/distribution/marketing/installation and repair of solar energy systems or high efficiency appliances; construction and/or design of energy efficient structures; design, manufacture and servicing of electric, hybrid or biodiesel vehicles; and recycling of discarded materials? <i>Provide a list of the proposed job titles and projected salaries along with a one page written description about the proposed project and how it will create jobs. Include in Tab 9-BI (Training and Job Creation in Green Jobs). Page # _____</i></p> <p><input type="checkbox"/> Yes (2 pts.) <input type="checkbox"/> No (0 pts.)</p>

Note: DHCD staff will visit each proposed business incubator to confirm the above information and determine if the site meets the program requirements.

END OF BUSINESS INCUBATOR ASSISTANCE PROGRAM SUB-SECTION

USEFUL WEBSITES

Organization/Source of Information	Website
DUNS Number Information	http://fedgov.dnb.com/webform
Federal Excluded Parties List System	www.epls.gov
Florida Division of Corporations	http://www.sunbiz.org
Maps of NRSAs	http://www.miamidade.gov/ced/nrsa.asp
Miami-Dade County Department of Planning and Zoning – Charette Plans	www.miamidade.gov/planzone/planning_comm_charrettes.asp
Miami-Dade County Services Near You	http://gisims2.miamidade.gov/Cservices/CSReport.asp
Miami-Dade Department of Housing and Community Development (DHCD) – FY 2011 RFA Application	http://www.miamidade.gov/ced/request_RFA.asp
US Census	www.census.gov



Miami-Dade County
Mayor Carlos Alvarez

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District 12

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District 6

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